

Coronavirus
COVID-19

**D15 Community Broadcasting Co-Op Society t/a
Phoenix FM hereafter referred to as 'The Station'.**

Returning to Station Protocol

21 August 2020

Content

1.	Understanding Covid-19	1
2.	Actions Required Before You Can Return to Work	2
3.	Returning to Office Working.....	3
4.	Meetings.....	8
5.	Visitors to the Station.....	8
6.	Employee Representative & Staff Communications.....	9
7.	Station Covid-19 Response Plan.....	9
8.	Collective Responsibility	10

Figures

Figure 1: Figure 1: Layout of Station office

Figure 2: Layout of Station – Broadcasting & Recording Studio

Appendices

- A. Office Risk Assessment
- B. Covid-19 Self Declaration Form
- C. Office Covid-19 Response Plan

1. Understanding Covid-19

1.1 Background to Covid-19

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a new (novel) Coronavirus virus called Coronavirus SARS-CoV-2, commonly known as Covid-19 (the 19 refers to 2019 when the virus first emerged). Current evidence suggests that the virus is significantly more infectious than the various strains of flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection. The principles of good personal hygiene and appropriate social distancing are at the core of this return to work Protocol.

1.2 Symptoms of Covid-19

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu. Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.

Symptoms	Coronavirus	Flu	Cold
https://www2.hse.ie/	<i>Symptoms range from mild to severe</i>	<i>Abrupt onset of symptoms</i>	<i>Gradual onset of symptoms</i>
Fever or chills	Common	Common	Rare
Cough	Common <i>(usually dry)</i>	Common <i>(usually dry)</i>	Mild
Shortness of breath	Common	No	No
Lost or changed sense of smell or taste	Common	Rare	Rare
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes	No
Sneezing	No	No	Common

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all. For the complete list of symptoms, please refer to the HSE Website.

1.3 How Covid-9 spreads

The virus that causes COVID-19 disease is spread from people in fluid and in droplets scattered from the nose or mouth of an infected person when the person with COVID-19 coughs, sneezes or speaks.

The fluid or droplets land on objects and surfaces around the infected person. Other people contaminate their hands by touching these objects or surfaces and then bring the virus into contact with their eyes, nose or mouth by touching them with their contaminated hands.

COVID-19 can also spread if droplets from an infected person land directly on the mucous membranes of the eye, nose or mouth of a person standing close to them. It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Thorough and regular cleaning of frequently touched surfaces is essential. If disinfection is required it must be performed in addition to cleaning, never as a substitute for cleaning.

While people are most likely to pass on the infection when they have symptoms, current information suggests that some infected people spread the virus to others prior to developing or displaying symptoms themselves.

2. Actions Required Before You Can Return to Work

This document applies to **employees, participants from Community Employment scheme, participants from the Tus scheme, volunteers and members of the Board of Management**. All are referred to under the generic description of “Staff” for the purpose of Health & Safety. Where specific conditions apply to volunteers and members of the Board of Management, they shall be referred to as “Volunteers”.

2.1 Health and Safety Risk Assessments

The Health & Safety Risk Assessment for the Station has been updated to include for risks associated with COVID-19. Please make sure you refer to this before your Return to Work and take cognisance of its contents and of the recommendations contained therein. A copy of the Covid-19 Risk Assessment is included in **Appendix 1**.

2.2 Induction Training

All staff must complete a return to work induction before returning to the office. This induction will be completed individually or in small groups as staff return to the office and will give returning staff an overview of the measures that have been put in place in the office.

Additional induction courses may be specified by the funder (i.e. Tus or Community Employment)

2.3 COVID-19 Self Declaration

The Station have prepared a self-declaration questionnaire for you to complete.

A copy of this self-declaration form will be circulated in advance of any return to the station.

At least 3 days before returning to the station, all staff are required to complete the COVID-19 self-declaration and submit it to Stephane Mullins. Once this questionnaire is completed you must immediately notify the Station Manager & Station Administrator & Bookkeeper, if your circumstances change in any way in respect of any of your responses to the questions set out in the questionnaire.

3. Returning to Office Working

3.1 Before Leaving Home

If feeling unwell, you should self-check your own temperature before you leave home. If you have a recorded temperature of 37.5 degrees Celsius or higher or if you suspect that you, or a member of your household, has symptoms that could indicate you or they might have Covid 19, then you should not leave your home but should contact your manager.

If you have been in contact with someone who has tested positive for COVID-19, or if anyone in your household is awaiting COVID-19 test results or if you have any other symptoms you should stay at home and contact your manager.

3.2 Travel to and from Work

When considering how to travel to and from the office staff should assess their options keeping in mind the measures of social distancing and the current public health advice.

Where possible, walking, cycling and private car use should be the preferred options, but it is acknowledged that this will not be possible for all staff.

The majority of public transport providers are implementing strict protocols to ensure it is possible to maintain social distancing while using their services. Services will be operating with a reduced capacity and the Government has also introduced requirements for face masks when traveling on public transport. Staff may use public transport as a means of travelling to and from the office provided that the operator has such measures in place. Irish Rail, Dublin Bus, Bus Eireann and Luas will all have specific measures in place, if other private operators are to be used, staff should ensure appropriate measures are in place.

The sharing of private cars by staff members shall not be permitted except where staff members also share living accommodation.

3.3 Studio / Office Protocols

A number of measures have been put in place prior to the re-opening of the office to ensure that all current public health advice can be adhered to and to facilitate physical distancing and enhanced personal hygiene.

3.3.1 Reduced Office Capacity

The current Government and public health guidance allowed for a resumption of economic activity from the 8th of June in situations where work can be carried out in a manner that allowed staff to maintain physical distancing of 2m.

From the week commencing the 29th of June, Ireland has moved into Phase 3 of the lifting of lockdown restrictions, but government advice is that people who can work from home should continue to do so. It is intended to open the office further from this date to allow staff who are having difficulties working from home to return to the office, while still ensuring social distancing can be maintained. In simple terms, this will involve a maximum of 2 paid staff (employees, CE participants and Tus participants) and 2-3 volunteers at the station.

The return to the station will be on a phased basis. The hours and days of openings will be agreed between the Station Manager and the Chairperson of the Board of Management, based on the availability of employees, CE participants and Tus participants to support the opening hours.

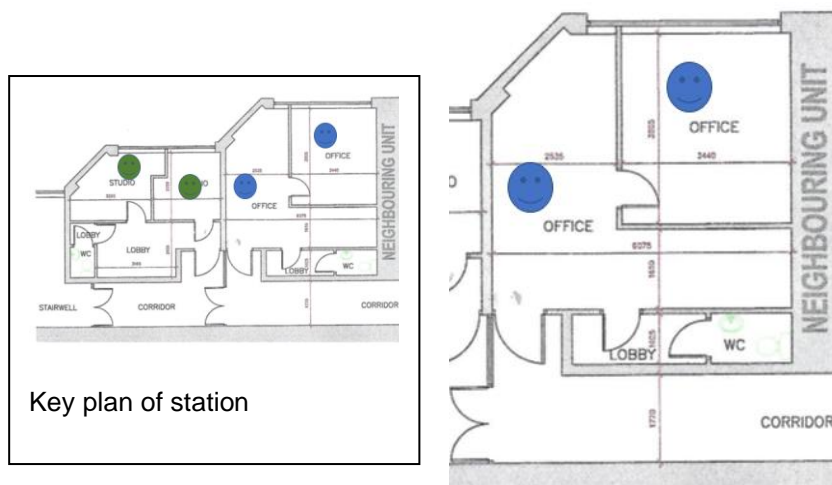


Figure 1: *Layout of Station office*

Seating arrangements of this nature will potentially allow a maximum office occupancy of 4 volunteers & Staff.

Attendance at the station will only be permitted when arranged by agreement with the Station Manager / Acting Station Manager, staff and volunteers will only be permitted to be present in the station when an arrangement has been put in place before 2pm the day before.

In order to ensure that physical distancing can be maintained, it may be necessary for existing seating arrangements to be changed and staff may not always be seated at their usual desks.

In the event that a member of staff is asked to sit at a desk other than their allocated desk, a wireless keyboard and mouse will be provided. Sterile wipes and/or disinfectant spray will also be made available in the office so that staff members may use them to clean their workspaces before commencing work and before finishing work at that workstation.

Any staff issued with a wireless keyboard and mouse must label these items with their names and keep them safely for their own exclusive use.

3.3.2 **Broadcast & Recording studio**

The broadcasting and recording studios are the key interface between volunteer presenters / programme participants and **The Station's** audiences.

Many volunteers have created successful radio shows from home, however there is a cohort of volunteers for whom access to the studios is essential to their programme making.

Broadcast (Talk) studio

The Broadcast Studio will be available to volunteers during office hours for pre-recording programs and limited opportunity for live broadcast. Social distancing to be maintained, restricted to 1 person in broadcasting studio & 1 person in the sound desk. Access to time slots will be pre booked to ensure no overlap between presenters. Volunteers will be expected to participate in cleaning.

Broadcast studio may be increased to 2 persons by future modification with spit guard separating either side of the desk

Face coverings worn at all times to limit exposure of studio equipment to virus. Access restricted during studio deep-clean.

Recording studio (Control Room).

Restricted access. Due to the extent and volume of electrical and electronic control equipment, this room cannot be cleaned to remove all traces of Covid-19 virus. The approach is to protect room contents from contamination by Covid-19 virus by ensuring limited access, with room occupants observing face mask (surgical standards – NOT face covering) washing of hands prior to entry and regular hand sanitising. Access will be denied to anyone exhibiting **ANY** Covid-19 symptoms.



Figure 2: *Layout of Station – Broadcasting & Recording Studio*

3.3.3 Circulation

Due to the size of the station, a one-way circulation system **cannot** be put in place. All entrances to and exits from the office are 2-way, including the front door to the Blanchardstown Office Block.

Staff must apply good physical distancing practices when moving around the office / studio in general.

3.3.4 Information Meetings

While it is acknowledged that casual meetings and informal social interactions are an integral part of normal behaviour, these types of engagements must be kept to a minimum and social distancing must be observed at all times. Where possible meetings should be via zoom. If it is deemed necessary for two or more staff members to meet to discuss a project or review a document this should only be done with the principles of social distancing in mind.

- Ensure good hand hygiene and respiratory etiquette are maintained at all times
- Ensure a physical distance of 2m is maintained at all times
- Wear face masks if there is a possibility that a physical distance of 2m cannot be guaranteed or if the meeting is expected to last for more than 15 minutes. Face masks will be available in the station.
- Where meetings or training is required for larger groups, a large off-site room which facilitates social distancing shall be booked.

Casual social interactions will naturally occur but must only take place where physical distancing of 2m can be maintained. It is imperative that all recognise the fact that their colleagues may have greater vulnerabilities or susceptibility to COVID-19 infection and that all staff are entitled to work in an environment where social distancing is maintained by all.

3.3.5 Contact Logs

In the event that there is a confirmed or suspected case of COVID-19 among our staff, volunteers or visitors to the station, tracing the close contacts of the infected individual will form an important part of the strategy to reduce further spread.

Accurate logs of all possible contacts between staff present in office will be maintained as follows:

- A central register of attendance in the station will be maintained electronically on an excel spreadsheet. A member of staff on duty at the station shall e-mail the details of all staff, volunteers or visitors who attended the station that day to the Administrator & Bookkeeper.

In the event that a member of staff or volunteer contracts COVID-19 and has been in the station, the names and contact details of all staff or volunteer that have been in the station on the same day will be given to the HSE as “close contacts” of the infected individual.

3.3.6 Cleaning & Hygiene

The following general hygiene measures will be implemented in the station:

- Initially, the station will be deep cleaned with water systems checked for legionella.
- Daily cleaning will focus on disinfection of common contact points and high-risk areas first thing in the morning and before closing access to the station at the end of the working day. On Friday evening the carpet floors will be vacuum cleaned, with the staff in attendance wearing PPE KN-95 or FFP2 face masks. The vacuum cleaner shall utilise HEPA filters to minimise the generation of airborne particles. The frequency of cleaning will be kept under review.
- Disinfectant spray/wipes will be available for staff use in the vicinity of their own desk/seat. All staff are asked to use these materials to regularly clean their desk, keyboard and mouse. It will be a requirement that each member of staff that is in the office must clean their desk of all paper and then clean their desk, keyboard and mouse before leaving the office each day.

- Disinfectant spray/wipes will be available for use in the broadcast studio. All staff including **volunteers** are asked to use these materials to regularly clean the desk, and microphone and surfaces touched while in the Broadcast studio. Any paper brought into the studio shall be removed and disposed of. Any personal devices (iPads, laptops, etc) shall be wiped down at the end of the session.
- Avoid sharing stationary such as pens & pencils. Punches, staplers etc, should be cleaned with disinfectant spray/wipes before and after use.
- Permanent hand sanitiser stations will be installed at main entrance/reception, and must be used each time staff members / volunteers enter or leave the office.
- Staff should keep their own personal items (mobile phones / wallets etc) on their person and avoid leaving them on surfaces in communal areas. Mobile phones should also be cleaned with disinfectant spray/wipes regularly.
- Tissues and sealable plastic bags will be available to allow staff to practice good respiratory hygiene. Staff should use tissues to cover their mouth and nose when they sneeze or cough, and these tissues should be disposed of in the sealable plastic bags and placed in the bin.

3.3.7 Use of Canteen

In order to minimise the possibility of the spread of infection canteen use will be limited.

- In the initial phases of office re-opening only **1 staff** member is permitted to be using worktops/appliances/sink etc at the same time. This policy will be kept under review.
- Staff should bring their own cutlery/crockery and should wash their own items after use and bring them to their desks for re-use.

The coffee machine, kettle etc. will remain available for use, but staff are asked to clean all contact points on appliances (handles/buttons etc) both before and after each use.

3.3.8 Use of Toilets

In order to minimise the possibility of the spread of infection restrictions will be implemented in toilet areas. The following additional measures will be implemented.

- The toilet in the office area is reserved for employees, CE participants and Tus participants.
- The toilet in the Broadcast / Recording Studio area is reserved for Volunteers.
- Toilets will be cleaned on a daily basis (morning & evening).

3.3.9 Office First Aid

At least 1 member of staff in daily attendance shall be trained first aider. Additional specific training on how to provide first aid safely and effectively during the COVID-19 pandemic will be provided.

3.3.10 General Hygiene

The following general hygiene rules should be adhered to at all times:-

- b) Distance yourself at least 2m from your colleagues or any visitors. Where 2m cannot be maintained/guaranteed, a facemask must be worn. Facemasks are available at the office.
- c) Wash your hands well and often to avoid contamination.

- d) Avoid touching nose, mouth and eyes with unwashed hands.
- e) Clean and disinfect frequently touched objects and surfaces.
- f) Use hand sanitizer regularly especially before use of any communal facilities or office equipment and after coughing or sneezing.
- g) A strict no handshake policy is to be adopted
- h) Staff / volunteers should use tissues to cover their mouth and nose when they sneeze or cough, and these tissues should be disposed of in the sealable plastic bags and placed in the bin.

4. Meetings

Off Site Meetings

Meeting attendance should continue on Zoom or other similar web-based platforms until further notice.

Where physical meetings are considered essential, an offsite room that enables a minimum of 2 m social distancing shall be booked. A risk assessment of the host venue and their Covid-19 protocols is required prior to confirming any booking.

There are no plans for outside broadcasts at present.

5. Visitors to the Station

5.1 Deliveries

Deliveries to the office will be limited to those that are essential for the ongoing operation of the business. The station will liaise with all suppliers and delivery companies to ensure that measures are in place within their respective organisations to eliminate / minimise contact and interaction during deliveries.

NB: Staff should not use the office for deliveries of personal items or on-line purchasers until further notice in order to minimise the number visitors to the office

5.2 Visitors for a radio broadcast

Where possible visitors should be discouraged from coming to the studio. Interviews shall use video conferencing software or telephone where possible.

If it is deemed necessary for a critical meeting to take place in the station, the procedures outlined in Section 5.3 should be adhered to with the following additional measures

- All visitors should be asked to complete the COVID-19 Declaration before coming into the Station.
- All visitors should be asked to follow social distancing, hand hygiene and respiratory etiquette.
- The name, phone numbers and company of all visitors must be recorded by the staff member hosting the meeting and should be passed to the Administrator & Bookkeeper
- Visitors should not be allowed to use kitchen facilities

5.3 Visitors for Maintenance & Cleaning

The Station will liaise with all suppliers that provide cleaning or maintenance services to the equipment and machinery in the Station (printers, studio equipment, broadcast equipment, etc) to ensure measures are in place within their respective organisations to eliminate / minimise contact and interaction during deliveries.

- All visitors will be asked to follow social distancing, hand hygiene and respiratory etiquette.
- The names of all visitors must be recorded by the staff member hosting the meeting and should be passed to the Administrator & Bookkeeper
- Maintenance staff will be asked to clean all contact surfaces on the equipment they are servicing with disinfectant spray/wipes before putting the equipment back into use.

6. Employee Representative & Staff Communications

The Station Manager (when appointed) will be responsible for managing compliance with this protocol.

She / He will be assisted by our staff Health & Safety Committee representatives who have volunteered to assist in keeping staff informed regarding COVID-19 procedures and to assist staff with any concerns or issues that they may have and to monitor compliance with this protocol.

The appointed individuals are

- Covid Coordinator / Compliance Officer identified as Seán Coogan
- Lead Staff Representative identified as Stephanie Byrne

You can also contact the Chairperson of the Board of Management if you have any concerns or issues.

7. Station Covid-19 Response Plan

The Station has developed a COVID-19 Response Plan which identifies the measures that will be taken if a staff member / Volunteer presents with symptoms or if a confirmed case arises. This response plan is included in **Appendix 5**.

The purpose of the response plan is to ensure that a staff member or volunteer who develops symptoms while in the Station can be safely isolated from all others at the station while arrangements are made for them to go home or to seek the necessary medical assessment.

All staff should familiarise themselves with this response plan before returning to the Station.

In the first instance, any staff member that feels they may be developing symptoms should

- Put on a face mask
- Make themselves known to any one of the COVID-19 Response Team
- Follow the instructions given to them by the member of the Response Team.

8. Collective Responsibility

9.1 Staff Responsibility

The measures identified in this policy have been carefully considered by The Board of Management and are intended to address as many of the day to day situations that will arise within the Station as staff return to work. Considerable time and effort have been put into ensuring the policies are fit for purpose and that the Station is ready to allow staff and volunteers to return.

However, the measures outlined within this document will only be effective if they are always observed by all members of staff / volunteers. It is imperative that all staff/volunteers recognise the fact that their colleagues may have greater vulnerabilities or susceptibility to COVID-19 infection and that all members of staff / volunteers are entitled to work in an environment where social distancing is maintained by all.

There will undoubtedly be situations that arise that haven't been fully been considered and all members of staff / volunteers are asked to

- a. observe social distancing etiquette,
- b. be considerate of the needs of fellow employees and
- c. bring any matters that may need to be addressed to the attention of management or the COVID19 staff representatives.

9.2 Sanctions for Failure to Comply with Company Policy

It is imperative that all members of staff / volunteers recognise the fact that their colleagues may have greater vulnerabilities or susceptibility to COVID-19 infection and that all members of staff / volunteers are entitled to work in an environment where social distancing is maintained by all.

The rules set out in this protocol have been put in place to reduce the risk of the contracting and spreading the COVID-19 virus in our work place, and to provide a safe place of work for all our all members of staff / volunteers who are at the Station.

Failure to comply with this protocol puts all members of staff / volunteers at greater risk and as a consequence, will be treated as a serious disciplinary matter.

- Disciplinary action for staff may include suspension, or in the case of consistent breach of the protocol, even dismissal.
- Disciplinary action for volunteers may include withdrawal of access privileges to the station

APPENDICES

Document Reference: COVID-19 – Returning to Work Protocol

92.5 Phoenix FM
Community Radio for Dublin 15

The Blanchardstown Centre
Dublin 15
Tel: 01 822 7222
www.phoenixfm.ie

A. Station Risk Assessment

Document Reference: COVID-19 – Returning to Work Protocol

92.5 Phoenix FM
Community Radio for Dublin 15

The Blanchardstown Centre
Dublin 15
Tel: 01 822 7222
www.phoenixfm.ie

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	<p>Covid-19 virus</p> <p>The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.</p>	<p>Virus laden droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours.</p> <p>Social distancing protocol maintaining a distance of 2m minimum insofar as possible</p>	<p>Maintain a distance of 2 m from colleagues while working, when using toilets, broadcasting studio, recording studio, and in daily lives, in order to limit exposure.</p> <p>Walkway route through the station are too narrow to permit passing @ 2m distance, normal occupancy will be reduced to enable social distancing. Station infrastructure - where 2m cannot be maintained / guaranteed, a facemask must be worn.</p> <p>Contact points require regular cleaning. Frequently touched surfaces should be cleaned as often as possible (at least twice daily and if possible more frequently). Examples of these surfaces are doorknobs and door bars, chairs and armrests, tabletops, light switches, handrails, water taps, door open buttons, etc.</p> <p>Recording studio- Due to the extent and volume of electrical and electronic control equipment, this room cannot be cleaned to remove all traces of Covid-19 virus. Special measures are required to prevent virus contamination of equipment.</p> <p>Vacuum cleaning of carpets can raise dust potentially contaminated by virus. New HEPA vac required with operators wearing FFP2 or KN-95 mask. Vacuum done weekly on Friday evening.</p>	Medium	<p>Purchase supply of facemasks, including higher spec. masks for vacuum cleaning.</p> <p>New HEPA Vacuum cleaner to be purchased.</p>	<p>SM</p> <p>SM</p>	<p>Aug '20</p> <p>Aug '20</p>

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	<p>Covid-19 virus</p> <p>The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.</p>	<p>Virus laden droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours.</p> <p>Social distancing protocol</p> <p>maintaining a distance of 2m minimum insofar as possible</p>	<p>Staff are encouraged to commute to work by private transport, walking or cycling.</p> <p>Private car parking is available for staff.</p> <p>Staff are advised not to come to work if they have a high temperature but to telephone the Station Manager at the earliest opportunity.</p> <p>Staff are encouraged to commute to work by private transport, walking or cycling.</p> <p>Public transport is considered high risk. Where public transport is used, comply with national guidelines and hand sanitising immediately on entering the station</p> <p>If using public transport, use facemasks.</p>	Medium	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	Covid-19 virus The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.	Virus laden droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours. Social distancing protocol maintaining 2m minimum insofar as possible	Frequent washing of hands very important, where not practicable use hand sanitizer. Avoid transfer of contamination from hands to other surfaces including transport. Advise staff and others when they need to wash hands includes: <ul style="list-style-type: none"> • before and after eating and preparing food • after coughing or sneezing • after using the toilet • before smoking or vaping • where hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving / leaving the workplace • after changing tasks • after touching potentially contaminated surfaces (i.e. door handles) • if in contact with someone displaying any COVID-19 symptoms 	Medium	Hot water heaters to be fitted to both bathrooms		Sep '20

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	Covid-19 virus The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.	Virus laden droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours. Social distancing protocol maintaining a distance of 2m minimum insofar as possible	Recording studio- Due to the extent and volume of electrical and electronic control equipment, this room cannot be cleaned to remove all traces of Covid-19 virus. Approach is to protect room contents from contamination by Covid-19 virus - limited access, with room occupants observing face mask (surgical standards – NOT face covering), washing of hands prior to entry and regular hand sanitising. Access denied to anyone exhibiting ANY Covid-19 symptoms. Staff to engage in frequent cleaning and disinfectant of; - personal transport contact points (private car, bicycle, Motorbike), - work equipment, - recording equipment, - pens, - electronic devices (phones, tablets, etc.) Disinfectant spray/wipes will be available for staff use in the vicinity of their own desk/seat. Used wipes should be disposed of by placing immediately in the bin.	Medium	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	Covid-19 virus The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.	Virus laden droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.	The pre-return to work form (to be completed and returned at least 3 days in advance of returning to work) should ascertain: <ul style="list-style-type: none"> Workers have no symptoms of Covid-19 The worker is not self-isolating or awaiting the results of a Covid-19 test Temperature (high temperature - 38 degrees Celsius or above) – Staff shall not enter the community centre, work from home where possible. Seek medical opinion & test for Covid-19 as per HSE criterion. Flue & cold symptoms - Staff should work from home. Tissues and sealable plastic bags will be available to allow staff to practice good respiratory hygiene. Staff should use tissues to cover their mouth and nose when they sneeze or cough, and these tissues should be disposed of immediately by placing in the bin. Flue & cold symptoms - Seek medical opinion, where advised test for Covid-19 as per HSE criterion Isolation area identified for person with suspected Covid-19.	Medium	Flu & cold symptoms - Seek medical opinion, where advised test for Covid-19 as per HSE criterion		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Biological agents	<p>Covid-19 virus</p> <p>The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.</p>	<p>Virus laden droplets rapidly fall to the ground or surfaces and are not generally spread through still air over large distances. The virus can survive on surfaces for up to 72 hours.</p> <p>Effects of the virus can range from mild flue like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowing infect others.</p>	<p>The station is ventilated by natural ventilation with the exception of the bathrooms (which are mechanically ventilated).</p> <p>The office and the recording studio (control room) have windows that can be opened for purge ventilation.</p> <p>The Broadcast "Talk" Studio has no window for purge ventilation.</p>	Medium	Investigate installation of extract fan and extract system (duct, diffusers, attenuation, etc.) to mechanically purge ventilate the Broadcast "Talk" Studio	SM / KON	Sep '20

Risk Assessment for Work at the Station

<p>Biological agents</p>	<p>Covid-19 virus</p> <p>The (COVID-19) coronavirus is a pandemic. The virus is spread by small droplets produced when those infected coughs, sneeze or talk. People may be infected by touching a contaminated surface and then their face. Effects of the virus can range from mild flu like symptoms to respiratory failure and death. Infected people may be asymptomatic and unknowingly infect others.</p>	<p>Not all cohorts of the population have the same level of vulnerability to Covid-19 virus.</p> <p>Individual risk factors (e.g. older workers, presence of underlying medical conditions, etc.).</p>	<p>Very high risk (extremely vulnerable)</p> <ul style="list-style-type: none"> - people over 70 years of age or - extremely medically vulnerable person (organ transplant recipients & people with specific cancers - <p>HSE advice for very high risk group is to cocoon</p> <p>High risk - are over 60 years of age or have a range of chronic illnesses that would non normally have prevented a person working at the station</p> <p>HSE advice is to:</p> <ul style="list-style-type: none"> - work from home if you are at high risk from coronavirus. - If you cannot work from home and you have to go to your workplace, take extra care to: <ul style="list-style-type: none"> * practice social distancing where possible * wash your hands regularly and properly * Ask the people in your life to take extra care to protect you from coronavirus. <p>This information is “special category” data under General Data Protection Regulation (GDPR).</p> <p>Station Manager aware of Staff in Very High Risk (extremely vulnerable) and High Risk groups so that reasonable accommodation is provided.</p>	<p align="center">Medium</p>	<p>Register of high risk & very high risk persons who are not expected to access station</p>	<p>Station Manager</p>	<p>Sep '20</p>
--------------------------	--	--	---	-------------------------------------	--	------------------------	----------------

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Electricity	Electrocution from medium & high Voltage	Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to you, your employees and/or visitors	<p>All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.</p> <p>Electrical installations are checked regularly by a competent qualified electrician Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards.</p> <p>Enclosures/covers are in place to prevent contact with live electrical equipment/parts Damaged extension leads are repaired or removed from use Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations</p> <p>Work on live electrical equipment is avoided where reasonably practicable</p> <p>Fire extinguishers that are suitable for fighting electrical fires are provided.</p> <p>All circuits supplying socket outlets are protected by an RCD</p> <p>Operation of the RCD is tested regularly in accordance with the manufacturer's instructions</p>	Medium	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Electricity	Electrocution from medium & high Voltage	Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries	Electrical equipment and fittings are suitable for the work environment Where electrical portable appliances are subject to ongoing wear and tear, they are inspected and tested. Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person	Medium	PAT tester to be purchased & annual testing of portable electrical equipment	SC	Sep '20
Electricity	Electrical faults	Direct or indirect contact with electricity	PAT testing Fixed wiring periodic inspection testing and reporting per Regulation 89 of the 2007 Safety Health and Welfare at Work (General Application) Regulations All work carried out as per ETCI rules by a Registered Electrical Contractor (REC) with a Completion Certificate after the work is complete. Inspection of under desk cable management as part of workstation ergonomics assessment.	Medium	Implement a PAT testing inspection for appliances	SC	
Electricity	Personal electrical appliances	Electrical shock or fire due to failure of personal electrical appliances	Personal electrical appliances that are low voltage powered via USB or step down doubly insulated transformer are acceptable. 220V appliances greater than 0.2kW are not permitted. Where a need emerges for an member of staff to bring in an item greater than 0.2kW, a Risk Assessment for exceptions shall be done.	Low	Risk assessment documented & recorded for excaptions.		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Ergonomic strain	Display Screen Equipment	Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue.	An assessment of individual workstations is carried out, for office and remote working from home. Work tasks are varied to ensure that staff are not working at their computers for long periods of time. Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards. Employees who use computers are made aware of their right to eye tests	Low	None		
Ergonomic strain	Office Equipment	Working with office equipment/furniture e.g. photocopiers, shredders, guillotines, filing cabinets, may cause cuts, burns and other serious injuries.	Office equipment is used in accordance with the manufacturer's manual. Power sockets are not overloaded Cabinet drawers and doors are kept closed when not in use. Only one filing cabinet drawer can be opened at a time to prevent tipping Shelves are not overloaded Adequate lighting, ventilation and heating are provided. Power supply is turned off when clearing shredder jams and emptying bags Loose clothing, dangling jewellery and unsecured long hair should be avoided when using shredders. Guillotine is only used when the guard is in place Guard is engaged when guillotine is not in use	Low	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Fire	<p>Accidental ignition or electrical fault resulting in ignition of flammable materials</p> <p>Fire in the office / studio e.g. due to electrical fault or misuse of heaters</p>	<p>Individuals suffering harm or operations being disrupted due to fire</p> <p>Fire can cause smoke inhalation, burns and other serious injuries to you, your employees and/or visitors</p>	<p>Routine Fire safety checks by office H&S representatives.</p> <p>All offices are non-smoking as required by law. Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily,</p> <p>Periodic maintenance contracts in place for life safety equipment (extinguishers, emergency lighting, fire alarm).</p> <p>Fire alarm, manual call points and smoke detectors are in place, kept in good working order and tested regularly.</p> <p>Emergency exits are clearly marked and kept clear. Emergency lights are installed on escape routes and exits and are tested regularly. Appropriate signage is in place</p> <p>Fire extinguishers are accessible, kept in good working order and inspected Regularly.</p> <p>Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers.</p> <p>Emergency evacuation procedures are in place. Fire drills are held regularly.</p>	Low	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Unsafe walkways	Trailing cables, damaged stairs/carpets, poor housekeeping etc. Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries	People tripping or slipping. Bruising/ Sprain	<p>Clear, unobstructed, slip resistant pedestrian routes are provided and maintained</p> <p>Adequate lighting is provided and is appropriate for the work being carried out</p> <p>Spills are cleaned up immediately.</p> <p>Trailing cables and leads are re-routed, removed or secured.</p> <p>Good house-keeping practices are in place and are maintained.</p> <p>Absorbent materials and warning signage are available for dealing with spills.</p> <p>Mats are properly located, fitted and secured Changes in levels are avoided if possible or are adequately highlighted where necessary.</p> <p>Slip resistant footwear are worn where necessary</p>	Low	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Aggressive individuals. Unsafe walkways	Outside broadcast Visiting Customer Premises.	Visiting customers premises may result in slips, trips, falls, crush injuries or threatening behaviour which may cause cuts, bruises, head injuries or other serious injuries	<p>Employees are provided with information about the purpose of the visit, the location of the premises and any particular Risks.</p> <p>On arrival at a customer's premises employees make their presence known at reception or make contact with a customer representative.</p> <p>Employer or other relevant person is aware of the employee's planned visits. Employees are trained not to enter any premises without prior permission from the owner/customer.</p> <p>Employees are trained to avoid, and to report to their manager, any dangerous situations/issues that may affect them and reported matters are dealt with promptly. Emergency contact numbers are provided, and an incident reporting procedure is in place including follow up action.</p> <p>The premises rules and safety signs are obeyed Where relevant, employees familiarise themselves with the layout of the premises and emergency evacuation procedures</p>	Medium	Outside Broadcast (or visiting customer's premises) will require a venue specific risk assessment taking into account the Covid-19 protocols of the venue and an assessment of the venue's compliance with <u>their</u> protocol.		
Aggressive individuals	Access by trespassers	Personal injury, theft	<p>Main Doors are closed and locked, access controlled by reception.</p> <p>Main Doors are closed and locked outside extended business hours.</p>	Low	None		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Height	Stacking shelves etc. at high level	Falling off step ladder etc.	Staff must only use proprietary access equipment Routine safety checks by office H&S representatives will check that storage is acceptable If any work at height is going to be prolonged (more than half an hour) or involves the movement of heavy or awkward objects, external contractors should be used	Low	None		
Height	Maintenance to high level services. Broadcasting equipment is located at high level above the studio and on Falcon's View apartments, Blanchardstown.	Falls leading to Severe Injury or Death	When working at a height equipment should be selected based on the risk assessment. Mobile platform with guardrails to be used. Only trained personnel with fall arrest PPE should access a mobile platform Where this is not reasonably practicable ladders can be used (subject to risk assessment and short duration – as per current General Applications regulations). Transmitter equipment at Falcon's View apartments is accessible (at grade) from a roof with a high parapet. High risk activities outsourced to competent contractor.	High	High risk activities outsourced to competent contractor.		

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Manual handling	Moving furniture, archive boxes etc.	Sprains or strains as a consequence of moving excessive weights or repetitive handling	Avoid ordering in heavy / awkward size units. Training in manual handling will be given to appropriate employees to carry out the task safely e.g. lifting boxes of files etc. prior to engaging in any manual handling tasks Appropriate controls to minimise the risk. (i.e. suitable trolley's or lifting devices) Employees have a responsibility to ensure that files and documents are not stored at locations (Above head height / top of filing cabinets / lockers) that could expose employees to a risk of material falling from	Low	None		
Lone Working	Working alone late or at weekends	Bruising/ Sprain/ Personal health incident	Employee to notify manager & arraignments made to periodic check-in, to positively identify lone worker is OK Periodic check via group "What's App" to ensure lone worker is OK. Lone Worker to advise "What's App" when lone worker has left & secured the station. Occasion specific record of individual, date & time to be maintained.	High	Log of Lone Workers	SM	Sep '20

Risk Assessment for Work at the Station

Hazard Type	Specific Hazard(s)	Description of Risk	Existing Controls	Risk Level	Further Action Needed	By whom (initials)	By when
Noise or vibration	Continuous exposure to noise levels of 80 dB(A) or above	Damage to hearing Distraction	Station is normally a quiet area. Maintenance / construction activities generating noise restricted to out of hours activities.	Low	None		
Hazardous substances	Cleaning substances, toners etc.	Spills or contact with cleaning agents or toners	Standard domestic use products only. Spills mopped up immediately and disposed to foul waste. Do not mix incompatible cleaning products (assume products are incompatible)	Low	None		
Hazardous substances	Kitchen store.	Ingestion Skin absorption Inhalation	Standard domestic use products only stored in Kitchen (detergents, consumables, etc.). All chemical/cleaning agents should be stored in separate cupboards, segregated from food, Delph (dishware) and cutlery.	Low	None		
Temperature	Hot or cold temperature	Working for prolonged periods in uncomfortable temperatures	In the event that office temperatures cannot be raised above 16°C within the first hour of an office opening, staff should be directed to find alternative locations to work / work from home. Heaters and fans will be provided where appropriate.	Low	None		
Hot Surfaces	Touching hot equipment located in the Kitchen	Burn	Hot surfaces minimised to portable appliances (kettle, microwave, coffee maker, fridge). First Aid kit located in main office, talk studio.	Low	None		
Personal health incident/ accident	Emergency requiring First Aid. Electrical shock.	Previous incident where volunteer broadcaster had heart attack	Existing staff (3) trained in First Aid. Covid -19 return to Studio identifies that 2 members of staff in attendance.		Train additional people to ensure 1 person on site is trained in First Aid (Covid addendum)	Station Mgr.	Sep '20

B. Covid-9 Self Declaration Form

Environmental Health & Safety Management System	
Title:	COVID – 19 Coronavirus Declaration
Name:	

- 1 Have you been in contact with anyone with a confirmed Covid 19 case ?
Yes
No
- 2 Do you have any symptoms of Covid 19?
(Common symptoms of infection include fever, cough, shortness of breath and breathing difficulties)
Yes
No
- 3 Are you considered a high -risk category for Covid 19?
Yes
No
- 4 Is a member of your household currently waiting for a test / test result for Covid 19 ? (spouse, partner, child, flat mate, parent sibling etc.)
Yes
No

If there are any changes in my circumstances in relation to the above questions, I will immediately alert my Manager.

- I Agree
I Disagree

Signed: _____

Date: _____

Page:	Page 1 of 1	Ref. No.:	Covid-19 SF 01	Issue No.	1
--------------	-------------	------------------	----------------	------------------	---

C. Office Covid-19 Response Plan

Coronavirus **COVID-19**

Response Plan for COVID-19 Symptomatic Staff Member

17 August 2020

Document Reference: Response Plan for COVID-19 Symptomatic Staff / Volunteer Member

92.5 Phoenix FM
Community Radio for Dublin 15

The Blanchardstown Centre
Dublin 15
Tel: 01 822 7222
www.phoenixfm.ie

Response Plan for COVID-19 Symptomatic Staff Member

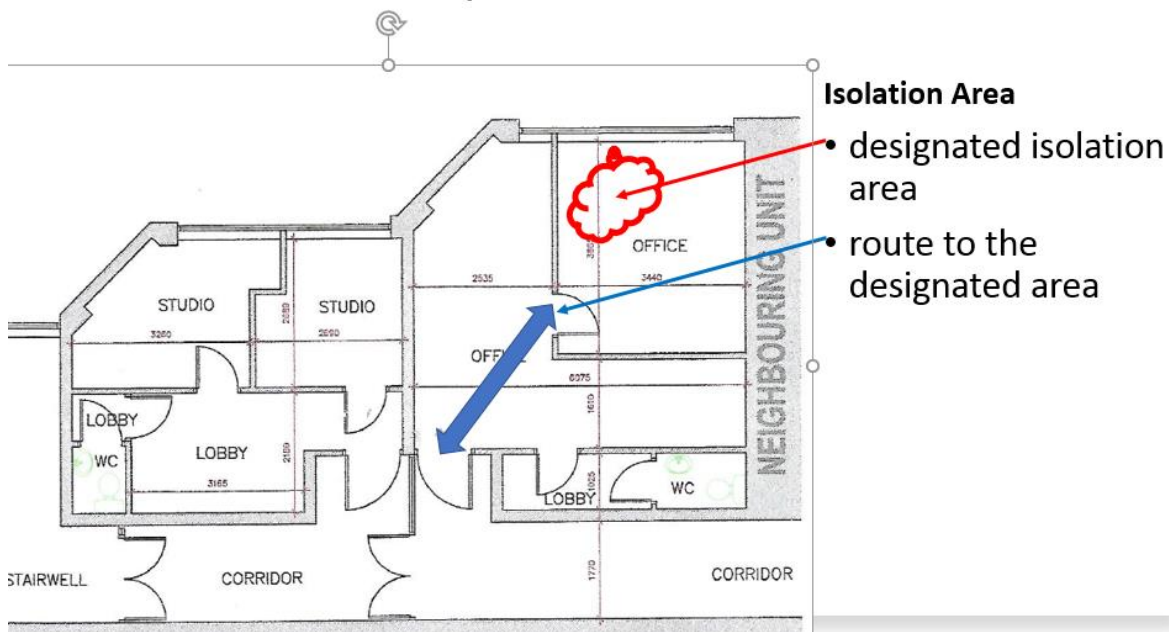
This document details the procedures to be followed in the event of a member of staff / volunteer developing the signs and symptoms of COVID-19 while at work. A COVID-19 Response Team has been put in place to manage this situation and have set out a procedure to do so safely. The response team is made up of the following people,

- Seán Coogan
- Stephaney Mullins

The response may be remote response lead by either Sean & Stephaney

The designated isolation area is in the inner office next to the window, as shown below. This area will be used to isolate the affected person from the rest of the workforce until the required procedures have been implemented to enable the individual to safely leave the premises.

Isolation Area for suspected Covid-19 case



In the first instance, every member of staff and volunteer has a responsibility to ensure they are aware of the COVID-19 symptoms and if they feel that they may be developing symptoms they must:

- a. put on a face mask and
- b. make themselves known to any one of the COVID-19 Response Team.

Once the staff member / volunteer has identified themselves to a member of the Response Team, they must follow the directions given to them to minimise the potential risk of spreading the virus to their colleagues.

Document Reference: Response Plan for COVID-19 Symptomatic Staff / Volunteer Member

The member of the Response Team will take the following actions

- If on-site the COVID-19 Response Team will put on a KN95 face mask and gloves themselves, if they are not on-site a staff member delegate will put on a face mask and gloves as first responder.
- Provide the affected staff member / volunteer with a clean, unused KN95 face mask.
- Advise the affected person to avoid contact with other people, surfaces and objects
- Advise to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the sealable waste bags provided.
- Direct the affected person to the designated isolation area in the Station by a direct route deemed appropriate
- Open all windows in the Room
- Direct the affected person to use the gloves, hand sanitiser, tissues, sealable bags and pedal operated bin that will be available in the Room.
- Establish if the affected person feels well enough to travel home
- If the affected person considers themselves able to travel home, direct them to do so and to call their GP and self-isolate at home
- Advise the affected person not to go to their GP's surgery or any pharmacy or hospital
- Advise the affected person that they must not use public transport
- Advise the affected person to continue wearing the face mask until they reach home.
- If the affected person feels unable to go home, allow them to remain in isolation and assist them in contacting their GP.
- Arrange transport home or to an assessment centre (if the affected person has been directed to go there by their GP), transport home will be via a family member (or if there is no family member who can drive, contact the ambulance service).

Once the affected individual has safely left the building, the Response Team will take the Room out of use and any other areas where the affected individual has been. If deemed necessary, the entire Station may be closed, and all staff & volunteers directed to return home and to continue to work from there.

The Response team will then arrange for specialist cleaners to come to the Station to complete a deep clean and disinfect all areas where the affected individual may have been.

Document Reference: Response Plan for COVID-19 Symptomatic Staff / Volunteer Member

92.5 Phoenix FM
Community Radio for Dublin 15

The Blanchardstown Centre
Dublin 15
Tel: 01 822 7222
www.phoenixfm.ie