

Risk Assessment Form

LOCATION/DEPARTMENT:	CATHEDRAL AND VISITORS' CENTRE	Ref. No:	RA-COVID19-4
DATE	THIS VERSION 6TH JANUARY 2021		
TASK/ACTIVITY/PROCESS/WORKPLACE/EQUIPMENT: (Being Assessed)			
<p><i>Opening the Cathedral to the general public for Private Prayer under COVID-19 Guidance in place at the time of writing. This document focusses on COVID-19 specific risks and where relevant modifications to existing risk assessments with the intention of reducing the risk of transmission via airborne, hand hygiene or surfaces</i></p>			

People/Persons at Risk							
General				Specific - Vulnerability			
1. Employees/Staff	x	5. Customers	x	9. New & Expectant Mothers		13. Shift/Night Workers	
2. Co-Workers	x	6. Clients		10. Young Persons	x	14. Temporary/Volunteer Workers	x
3. Public	x	7. Patients		11. Mobile Workers	x	15. Homeworkers	
4. Pupils/Students		8. Service Users/Residents		12. Disabled People	x	16. Visitors	
Others:							

TASK/ACTIVITY	HAZARD		EXISTING CONTROL MEASURES	INITIAL RISK H / M / L	ADEQUATELY CONTROLLED
List significant steps in Job/Task	Describe all hazards identified and their effects for each task	People at Risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Classify risk rating from matrix for each hazard	Yes/No
Social Distancing	<ul style="list-style-type: none"> • Government Guidance is that 2m should be applied wherever possible. • Where this is not possible 1m+ additional precautions should apply (such occasions should be kept to an absolute minimum) • Rules on meeting with others to be applied 	ALL	<ul style="list-style-type: none"> • The Cathedral is large enough that 2m distancing can be applied at all times. • Under the guidance for this period only those in the same household or support bubble may meet socially indoors therefore the “Rule of Six” will not apply (except for funerals). • Visitors will only be admitted to the Cathedral for private prayer and restricted to the Nave of the Cathedral • Any other government restrictions on gatherings will also be applied 	Overall – LOW L= Low S= Medium	Yes
Face Coverings	<ul style="list-style-type: none"> • Face coverings must be worn by all visitors, volunteers, contractors and staff inside the Cathedral 	ALL	<ul style="list-style-type: none"> • Face coverings must be worn except for • Government posted exceptions • Entrance Desk which is fitted with protective screens • Specific staff areas • Staff responding to a first aid call will wear full PPE including gloves, facemasks and visors • Visors will be provided on request to staff and volunteers 	Overall – LOW L= Low S= Medium	Yes

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Individual Bubbles	<ul style="list-style-type: none"> Complying with Government rules on social gatherings 	ALL	<ul style="list-style-type: none"> The Cathedral will only admit those who are in the same household or support bubble For services all those attended will be reminded that there should be no mingling 	Overall – LOW L= Low S= Medium	Yes
External queuing	<ul style="list-style-type: none"> Maintaining social distancing where visitors are required to queue outside the Cathedral 	5	<ul style="list-style-type: none"> Previous experience is that there will not be any external queuing while the Cathedral is open for private prayer Where it is anticipated that there may be a queue for a service, specific arrangements will be put in place to ensure any queue is socially distanced 	Overall – LOW L= Low S= Medium	Yes
Hand Sanitising	<ul style="list-style-type: none"> All those entering the Cathedral should apply good hand hygiene 	ALL	<ul style="list-style-type: none"> Immediately upon arrival inside the entrance door to the Cathedral all visitors, staff, volunteers etc. will be asked to use the hand sanitiser provided. Staff and volunteers will also be instructed to use the hand washing facilities available to them. 	Overall – LOW L= Low S= Medium	Yes

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Internal queuing	<ul style="list-style-type: none"> Maintaining social distancing where visitors are required to queue inside the Cathedral 	5	<ul style="list-style-type: none"> The space between the hand sanitising station and the Entrance Desk is sufficient for 5 household units to queue inside the Cathedral while maintaining a 2m gap. 	Overall – LOW L= Low S= Medium	Yes
Managing Capacity to ensure social distancing	<ul style="list-style-type: none"> Too many people inside the Cathedral would make social distancing difficult to achieve 	ALL	<ul style="list-style-type: none"> The capacity while the Cathedral is open for Private Prayer has been reduced to 60 people at any point in time for this phase of opening to assist with social distancing. The Entrance Desk staff will ask visitors to maintain social distancing throughout their visit. The Duty Manager or Virgers on duty will monitor the capacity and if it is approached then visitors who are arriving will be asked to wait until those inside have left on a “one in, one out” basis. 	Overall – LOW L= Low S= Medium	Yes

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Checks on Arrival	<ul style="list-style-type: none"> Visitors may be displaying symptoms of COVID-19 	ALL	<ul style="list-style-type: none"> Visitors will be asked to confirm that no-one in their party is displaying any of the main symptoms of COVID-19. If so they will be asked to leave the Cathedral immediately and check NHS111. To support the government Track & Trace scheme, visitors will be asked to use the NHS App or provide a lead name and contact number. This information will be retained for 21 days in case it is required but will then be securely disposed of. Perspex screens have been provided at the Entrance Desk to reduce the risk of transmission as this is an area where the 2m social distancing may be difficult to maintain at all times. 	<p>Overall – LOW</p> <p>L= Low S= Medium</p>	Yes
Ensuring social distancing during their visit	<ul style="list-style-type: none"> There are some locations where social distancing would not be possible. 	5	<ul style="list-style-type: none"> The transepts, east end, presbytery and all side chapels, the Crypt and the Treasury have been closed to visitors Virgers will also restrict access to the side aisles The Nave is sufficiently sized to enable those attending for private prayer to maintain social distancing 	<p>Overall – LOW</p> <p>L= Low S= Medium</p>	Yes

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Cleaning Regime	<ul style="list-style-type: none"> A robust cleaning regime will reduce the potential risk of transmitting COVID-19 	ALL	<ul style="list-style-type: none"> The Virgers have “decluttered” the Cathedral as much as possible and implemented an enhanced cleaning regime before, during and after the Cathedral is open to the public. 	Overall – LOW L= Low S= Medium	Yes
Maintaining safety of Volunteers – All volunteers	<ul style="list-style-type: none"> The Cathedral has a duty of care to all its volunteers 	1, 14	<ul style="list-style-type: none"> Volunteers will not be in attendance at the Cathedral during this period 	N/A	N/A
Virgers Vestry	<ul style="list-style-type: none"> This is a common area normally shared by many people 	1	<ul style="list-style-type: none"> Maximum capacity to be set as THREE. Access to be restricted to Virgers and essential others only (general discussions should be held elsewhere in the Cathedral where social distancing can be maintained). Tea breaks etc. should be staggered as much possible. Enhanced cleaning regime especially with regards to the shared workstation. 	Overall – LOW L= Low S= Medium	Yes

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Entrance Desk	<ul style="list-style-type: none"> Ensuring the safety of Entrance Desk staff 	1	<ul style="list-style-type: none"> Maximum capacity to be set as THREE in this area. Only essential staff be in the desk area. Enhanced cleaning especially on shared workstations. Hands to be sanitised after any cash transaction. 	Overall – LOW L= Low S= Medium	Yes
Chairs	<ul style="list-style-type: none"> Some visitors may require to rest during their visit 	ALL	<ul style="list-style-type: none"> Chairs will be provided for this purpose around the Cathedral and these will be included in the regular wiping down arrangements. There will also be cleaning completed before and after the Cathedral is opened to the public. 	Overall – LOW L= Low S= Medium	Yes
Deliveries	<ul style="list-style-type: none"> Ensuring the safety of staff and volunteers 	1	<ul style="list-style-type: none"> Wherever possible deliveries should be quarantined for 72 hours. 	Overall – LOW L= Low S= Medium	Yes

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Acts of Worship in the Cathedral - General	<ul style="list-style-type: none"> How the Cathedral will keep those attending services safe 	ALL	<ul style="list-style-type: none"> In addition to private prayer, the Cathedral may still open for services including funerals (see cathedral website for more details) and the livestreaming of services The official guidelines state a maximum capacity of 30 for funerals. Weddings are only permitted in exceptional circumstances and for a maximum of 6 	Overall – LOW L= Low S= Medium	Yes
Acts of Worship in the Cathedral - Organ	<ul style="list-style-type: none"> How the Cathedral will keep organists safe 	Staff	<ul style="list-style-type: none"> Only cathedral organists will be permitted in the Organ loft (no visiting organists) (the exception is for organ tuners on scheduled dates) Organists will wipe down console and other surfaces after using the organ 	Overall – LOW L= Low S= Medium	Yes

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<p>Acts of Worship in the Cathedral – Singing (NB there is a separate risk assessment for choir activities OUTSIDE the Cathedral)</p>	<ul style="list-style-type: none"> How the Cathedral will keep those attending services safe and in particular the choirs participating 		<ul style="list-style-type: none"> Singing by choirs is permitted but not by congregations. Only cathedral choirs can sing – there will be no visiting choirs Choirs will hand sanitise on arrival and complete track and trace details as for other attending services Robing arrangements will be modified to ensure that each choir (Lay Clerks, Boy's and Girl's) are kept separate and have sufficient space to maintain social distancing Robes will be kept on site and laundered as required Choirs will be seated side by side to reduce risk with increased distance between rows (Boys choir will all be in their educational bubbles) Rehearsals will take place in situ to ensure social distancing is possible Participants in processions will be instructed to leave socially distanced gaps Face coverings should be worn when not singing 	<p>Overall – LOW</p> <p>L= Low S= Medium</p>	<p>Yes</p>

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Contractors	<ul style="list-style-type: none"> Ensuring the safety of contractors 	ALL	<ul style="list-style-type: none"> Contractor visits will be kept to a minimum with priority given to essential works only. Wherever possible contractors will work outside of opening hours or in areas where there is no public access. The objective is to keep contractors in their own specific "bubble" 	Overall – LOW L= Low S= Medium	Yes
Public Toilets	<ul style="list-style-type: none"> Ensuring the safety of the public and staff 	3	<ul style="list-style-type: none"> If anyone attending the Cathedral for private prayer requires to use the lavatory they should be directed to the nearest public toilets Those attending for services may use the Fleury Building toilets if required with a limit of one person in each set of toilets at a time. 	Overall – LOW L= Low S= Medium	Yes

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Risk Assessment Circulation list (tick box)					
Employees	x	Management	x	Contractors	x
Other – Specify:					
Assessor:	Bruce Winton, Head of Operations		Signature:		
Date Assessed:	6 th January 2021		Review Timescale:	1 month	

Health & Safety Officer Reviewed (Signature & Date)	As above		
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MATRIX		LIKELIHOOD		
		Low	Medium	High
SEVERITY		Unlikely to occur	Reasonably likely to occur	Certain or near certain to occur
		High	Fatality; major injury or illness causing long term disability	MEDIUM
Medium	Injury or illness causing short term disability	LOW	MEDIUM	HIGH
Low	Other injury or illness	LOW	LOW	MEDIUM
		RISK		