

**Covid-19 Re-opening Risk Assessment – Cathedral (Private Prayer and Reflection)**

## Assumptions:

- All measures will be in place prior to re-opening and will be in place for as long as government and CofE guidelines dictate, therefore no timescales are included
- Will be updated for subsequent phases (public worship, general visiting etc)

<b>The Risk</b>	<b>Control Measures</b>	<b>Lead</b>
Spread of Covid-19 via the following forms of transmission: <ul style="list-style-type: none"> <li>• Airborne</li> <li>• Personal hygiene</li> <li>• Surfaces and other fixed points</li> </ul> Persons at risk:	<b>Adherence to social distancing guidelines of 2 metres</b> <ul style="list-style-type: none"> <li>• Screens to be fitted at entrance desk</li> <li>• Epiphany Chapel to be used for ministry and counsel (while maintaining social distancing)</li> <li>• Maximum capacity 120 in Nave at any one time (plus up to 5 groups waiting between Entrance Desk and Door) – active control required</li> <li>• Appropriate signage/directions throughout worship space</li> <li>• Appropriate directional signs to guide worshippers (maintaining one-way flow around Cathedral)</li> <li>• Seating removed from nave</li> </ul>	Estate Manager  Visitor Services & Virgers  Marketing & Operations Virgers
Persons using the Cathedral (clergy, staff, volunteers & worshippers)  Consequences: <ul style="list-style-type: none"> <li>• Transmission of Covid-19 virus to others</li> <li>• Reputational damage</li> <li>• Lone working issues (covered on separate assessments)</li> </ul>	<b>Personal Hygiene</b> <ul style="list-style-type: none"> <li>• Handwashing (20 seconds soapy water) by clergy, staff &amp; volunteers on leaving home properties and returning</li> <li>• Handwashing with sanitiser by clergy, staff &amp; volunteers on entering building</li> <li>• Handwashing facilities (sinks/soap etc) also available for clergy, staff &amp; volunteers (virgers vestry &amp; Fleury)</li> <li>• Hand sanitiser (standalone units) inside entrance</li> <li>• No handshaking, common cup or laying on of hands etc</li> <li>• No sharing of vestments</li> <li>• Avoid sharing service orders and work books where possible</li> </ul>	All  All All  TBC Clergy Clergy, choristers Clergy, choristers



	<b>Hygiene of surfaces and fixed points</b> <ul style="list-style-type: none"><li>Enhanced cleaning regime to be established before opening, at closing and at regular intervals during the day</li><li>Regular cleaning of shared staff areas (virgers vestry, toilets and entrance desk)</li><li>General de-cluttering of obsolete/surplus fittings/equipment in order to reduce contact points/risk of contamination</li></ul>	Head Virger Head Virger & Head of Visitor Services Supervisor Head Virger
	<b>Virgers Vestry</b> <ul style="list-style-type: none"><li>Access to be controlled to reduce overcrowding</li><li>Maximum 3 people to be in vestry (downstairs) at any time</li><li>Staggered breaks</li><li>Enhanced cleaning regime – keyboards, work surfaces, door handles, kettle handle, fridge handle and other common user items to be cleaned regularly during the day</li></ul>	Head Virger
	<b>Entrance Desk</b> <ul style="list-style-type: none"><li>Access to be controlled to reduce overcrowding</li><li>Maximum 2 people to be at desk at any time</li><li>Enhanced cleaning regime – keyboards, work surfaces, door handles, till machines and other common user items to be cleaned at start, during and end of shift. Hand sanitiser if having to handle cash</li></ul>	Visitor Services Supervisor
	<b>Deliveries</b> Deliveries to be quarantined for 72 hrs	Head Virger
	<b>First Aid</b> <ul style="list-style-type: none"><li>First aiders to wear PPE when administering treatment</li><li>First aiders to be updated on latest practice guidelines</li></ul>	Head Virger
	<b>General Mitigation</b> <ul style="list-style-type: none"><li>Limited opening hours (10.00 to 15.00)</li><li>It is not practical to keep the main entrance and exit doors to the Cathedral open at all times due to environmental concerns for the Organ. Both doors have automatic mechanisms and visitors will be encouraged to use and elbow to open the doors instead</li><li>Established lone working procedures adhered to</li></ul>	

<p>Contractors on site</p>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The Cathedral will ensure that the need for contractors on site while the Cathedral is open for Private Prayer and Reflection is kept to a minimum.</li> <li>• Any contractors that need to be on site while the Cathedral is open for Private Prayer and Reflection will NOT be permitted to access those areas being used by members of the public. Any work required in those areas will be undertaken while the Cathedral is closed to the public</li> </ul>	
<p>Vulnerability to severe risk of contracting Covid-19 due to age or known health conditions.</p>	<p><b>Age and Health</b></p> <ul style="list-style-type: none"> <li>• The Cathedral will comply at all times with government guidelines relating to age and health exceptions relating to the lifting of the stay at home message. Staff and volunteers who are in any categories that the government state should still be following the “Stay at Home” message will not be permitted to return to their duties at the Cathedral.</li> <li>• Any staff or volunteers who are experiencing any of the symptoms of Covid-19 or where anyone in their household is experiencing symptoms should not enter the Cathedral. They should stay at home and self-isolate for the government prescribed periods of time. Staff should notify their line manager and volunteers should notify the Volunteer Coordinator.</li> </ul>	

**PPE** – government advice is that:

- Supplies of PPE including face masks, must continue to be reserved for those who need them to protect against risks in their work place, such as health and care workers, and those in industrial settings like those exposed to dust hazards.
- Wearing a face covering is optional, and not required by law, including in the office. Employers should support staff in using face coverings [provided at own expense] safely if they chose to wear one (washing hands etc, wear covering correctly and continue to practise social distancing wherever possible – further detailed advice at reference below).

Reference – HM Government ‘Working Safely during COVID-19’ dated 11 May 2020 and updated 29 May 2020.