


# Risk Assessment



<p><b>COVID 19 RE OPENING</b> <b>THE CATHEDRAL</b></p>	<p><b>Key Dates:</b> <b>July 4th 2020 onwards</b></p>
<p>Risk Assessment undertaken by: <b>Dave Cramp, Commercial Director</b> Supported by Plumsum H&amp;S professionals</p>	
<p>Signed; </p> <p>Date: 3<sup>rd</sup> July 2020</p>	<p>Approved by Executive</p> <p>Date:</p>

Scope of Risk Assessment:

This assessment covers

**Staff, Volunteers and members of the public referred to in this document as Visitors**

Visitor Profile:

Age range	All ages
Alcohol / Substance consumption: high/moderate/low	None with the potential for a minority that are intoxicated
Average attendance	Capacity 30 at a time with a queue for a further 8

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Covid-19	Staff not having appropriate knowledge on virus, transmission and risk leading to increased transmission of covid-19	Employee, visitors, contractors, member of the public	2	3	M	<p>All staff to keep themselves updated and follow the latest <a href="https://www.gov.uk/coronavirus">Government</a> and national Public Health England/NHS guidelines via <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p> <p>No volunteers are identified as clinically extremely vulnerable and all have signed a declaration as such.</p> <p>Anyone in an <b>extremely</b> vulnerable group needs to follow the shielding protocols and should not come to work. Staff in a vulnerable group who come to work must be individually risk assessed for their role, and sign that they take responsibility for keeping themselves safe and will abide by the protections that have been put in place for them.</p>	1	3	L	None
Covid-19	Contagious people coming onto the Cathedral site leading to increased transmission of covid-19	Staff, Volunteers and Visitors.	2	3	M	<p>To help ensure that the risk of virus spread is as low as possible, the Cathedral to tell staff and potential visitors, including customers and contractors, not to enter the Cathedral site if they are displaying any symptoms of coronavirus (COVID-19) or if they should be self-isolating.</p> <p>Anyone showing the symptoms (new continuous cough and/or a high temperature) should not come to work and should follow the relevant government protocols at home and before coming back to work, this will last at least 7 days.</p>	2	3	M	Medium

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						<p>Staff who have been contacted through the track and trace system should self isolate as required, but will be enabled to work from home during that time unless they become ill.</p> <p>Anyone living in a household where someone is showing symptoms should stay at home for 14 days. If they then become ill then they must continue to isolate for 7 days from when they first showed their own symptoms.</p> <p>Staff only to come to work if they are unable to do their work from home.</p> <p>Work to be undertaken to be initially prioritised based on its importance to the Cathedral being able to assist with potential critical functions during the covid-19 outbreak. Occasional work onsite may be required to enable for the continued proper administration of the cathedral.</p>				
COVID 19	We are visited by some of our 'regular' homeless individuals who present intoxicated or demonstrating aggressive behaviours	Staff, Volunteers and Visitors.	4	3	H	<p>Experienced paid Welcomers are returned to work from July 4<sup>th</sup> and along with the Cathedral Security Staff have experience in handling such visitors. Security staff will focus attention on the Cathedral.</p> <p>Any radios that are to be shared will be sanitised at the end of a shift</p> <p>The Police are to be called if any Visitor is abusive to staff or threatening in their behaviour.</p> <p>Visitors are helped to isolate from the offender until help arrives.</p>	2	3	M	Medium

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
	Visitors enter the closed off areas of the Cathedral.	Potential damage to property and or injury to the public from unobserved slips trips and falls	2	1	L	All areas that are closed are clearly marked as such. sufficient volunteers are on duty to supervise the space that is open  Door and stair wells are locked.	1	1	L	None
	Visitors refuse to sanitise their hands	Staff, Volunteers and Visitors.	2	3	M	The visitor in question will not be permitted to remain in the Cathedral and will be asked to leave.	1	3	L	None
	First Aid is required to be given in an emergency.	Staff, Volunteers and Visitors.	2	3	M	A roster for the first aider on duty is produced and these individuals will be provided with PPE appropriate for the task. Namely;  Face Mask / shield or eyewear / gloves, apron.  The first aid kit is checked and located at the Welcome desk.	2	3	M	Medium
	There are too many visitors for the space allocated making social distancing difficult to observe	Staff, Volunteers and Visitors.	2	3	M	The number of people permitted to be visiting at any one time is limited to 100. The welcomers will monitor the number of individuals in the building and 'close' access if required. Entry door closure will be effected by a volunteer should capacity be reached then a 1 out 1 in procedure be in place.	1	3	L	none

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
	Visitors fail to maintain the recommended 2M of social distancing.	Staff, Volunteers and Visitors.	3	3	H	Signs make this clear Welcomers will reiterate to every visitor Those observed to be non-compliant will politely be asked to keep their distance Couples and family groups will be identified at entry and noting this status will help the volunteers to manage their behaviours Security will ask those to leave who refuse to adhere to polite requests.	2	3	M	Medium
	The entrance door is not wide enough to be used for entry and exit at the same time.	Staff, Volunteers and Visitors.	3	3	H	A dedicated route for entry has been identified and keeps people separate from those who are exiting. Entry via the West Front Porch doors as 'usual' Exit via the porch but using the North Porch door and leaving down the steps in front of the North Portico door. Those who have mobility scooters or wheelchairs will be assisted to leave through the West Front doors as normal by the welcomers who will prevent collision with any incoming traffic.	1	3	L	None
	Candle stands are a place where cross contamination could occur	Staff, Volunteers and Visitors.	3	3	H	Candle selection and lighting procedure has been illustrated in pictures. Candles are removed from their common box and placed on a table in such a way as a single candle can be selected for lighting. The candle lighting process is common and carries limited risk	1	3	L	None

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
	Flammable hand Gel is ignited on the hands of visitors lighting candles	Staff, Volunteers and Visitors.	2	2	L	The entry process is designed to prevent the combustion of gel vapour on the hands The Welcomer will give instructions to the visitor after they have sanitised their hands, this will take 10 – 15 seconds Candle stands are located 10M + from the entry point Fire blankets are provided adjacent to the candle stands nearest the entrance.	1	2	L	None
	There is a fire alarm requiring the emergency exit of the Cathedral	Staff, Volunteers and Visitors.	1	2	L	The Security team member will lead the action to evacuate the building The Bishops and Deans Gate doors will be unlocked before any members of the public enter the building The West Front door is a designated emergency exit so if 'closed' due to demand this will be effected by an individual and not by the locking of the door A volunteer will check the secured cloister to lead evacuees to the marshalling point to the West of the Cathedral,	1	2	L	none

Risks to be monitored at regular intervals as follows: (these will normally be those rated Medium after controls are in place

Hazard	Monitored by	Frequency
Contagious people coming onto the Cathedral site leading to increased transmission of covid-19	In the Cathedral: The Welcomers The Exec and Heads of Department for the business in general	Daily Ongoing

Failing to provide a safe working environment for Staff, Volunteers and Visitors	The execution of this Risk Assessment. Executive	Daily
We are visited by some of our 'regular' homeless individuals who present intoxicated or demonstrating aggressive behaviours	Security Team and Welcomers	Daily
First Aid is required to be given in an emergency	First Aid trained Team on the Roster	Daily
Visitors fail to maintain the recommended 2M of social distancing.	Security Team and Welcomers	Daily

Notes: