



# Risk Assessment



<p align="center"><b>COVID 19 RE OPENING</b> <b>DEANERY MEWS OFFICES</b></p>	<p align="center"><b>Key Dates:</b> <b>June 22<sup>nd</sup> 2020 onwards</b></p>
<p align="center">Risk Assessment undertaken by: <b>H. Thomas Küpper, Facilities and Estate Manager</b> Supported by Plumsum H&amp;S professionals</p>	
<p>Signed: </p> <p>Date: 22/06/2020</p>	<p>Approved by Executive</p>  <p>Date: 22 June 2020</p>

Scope of Risk Assessment:

<p>This assessment covers</p> <p><b>Staff, volunteers and booked in visitors.</b></p>
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Profile:

<p align="center">Age range</p>	<p align="center">Adults</p>
<p align="center">Office opening times</p>	<p align="center">7:00 am – 7:00 pm</p>
<p align="center">Front desk attendance</p>	<p align="center">9:00 am – 1:00 pm, Monday to Friday</p>

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, booked in visitors	2	3	6 M	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>  Anyone in a vulnerable group (see appendix 3) needs to follow the shielding protocols and should not come to work.	1	3	3	Low
Covid-19	Failing to provide a safe working environment for Staff, Volunteers and Visitors	Employee, visitors, booked in visitors	3	3	9 H	<p><b>1. Carry out a COVID-19 risk assessment</b></p> <p>A building assessment has been conducted in line with the <a href="#">HSE guidance</a></p> <ul style="list-style-type: none"> <li>Shared the results of the risk assessment with our team.</li> </ul> <p><b>2. Develop cleaning, handwashing and hygiene procedures</b></p> <ul style="list-style-type: none"> <li>Hand sanitiser and gloves on entry to the offices are provided and making its use a condition of entry</li> <li>Staff will be required to wear gloves, face coverings are a personal option and are not mandatory</li> <li>We will frequently clean and disinfect objects and surfaces that are touched regularly</li> <li>We will establish a cleaning process in the offices, particularly within the lobby and communal areas</li> </ul> <p><b>3. Help people to work from home</b></p>	3	2	6	Medium

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
5 >Almost inevitable	5 Multi death or very serious injury	Prob					Low – no action required	
4 Very likely	4 Single death or very serious injury	5	5 M	10 H	15 H	20 H		25 H
3 Likely	3 Serious injury	4	4 L	8 H	12 H	16 H	20 H	MED - justify/review on a regular basis throughout the event
2 Unlikely	2 RIDDOR 3 day	3	3 L	6 M	9 H	12 H	15 H	
1 <Very unlikely	1 Minor/First Aid	2	2 L	4 L	6 M	8 H	10 H	
		1	1 L	2 L	3 L	4 L	5 M	HIGH – immediate action/further controls needed
			1	2	3	4	5	

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						<p>Home working is to be encouraged where possible and non-essential staff are not required to enter the building</p> <p><b>4. Maintain 2m social distancing, where possible</b></p> <p>Where possible, maintain 2m between people and do not share workstations or equipment</p>				
Covid-19	Increased transmission of virus on arrival at the premises.	Employee, volunteers, booked in visitors	3	4	12 H	<p>Staff, volunteers and visitors to be encouraged to consider how they travel to the cathedral offices, and reduce any unnecessary on coaches, buses or public transport. Walking, cycling and individual use of cars to be encouraged. Car sharing to be discouraged.</p> <p>Staff: On arrival into the precincts by vehicle, wear gloves to press the green entry button in order to raise the barrier. Progress to the Deanery Mews offices and enter the building wearing gloves at all times until arrived at the workstation.</p> <p>Volunteers and Booked in visitors: All volunteers and visitors need to be pre- booked prior their visit. Staff member to inform the front desk of who/date/time.</p> <p>On arrival into the precincts by vehicle, wear gloves to press the green entry button in order to raise the barrier. Progress to the Deanery News offices. Either remain in the vehicle and call staff</p>	2	2	4	Low

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Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						<p>member using mobile phone or ring doorbell at reception. Do not wander around the site.</p> <p>Record of all visitors to be maintained. Staff member meeting with the visitor to fill in the visitor book and take visitor pass with them to greet the visitor. Passes to be returned to secure storage for 72 hours before being re-issued.</p> <p>Hand washing or sanitizing on arrival to be required.</p>				
Covid-19	Visitors refuse to sanitise their hands or wear gloves	Employee, volunteers, booked in visitors	2	3	6 M	The visitor in question will not be permitted entry to the building and will be asked to leave.	1	3	3	Low
Covid-19	First Aid is required to be given in an emergency	Employee, volunteers, booked in visitors	3	4	12 H	<p>A roster for the first aider on duty is produced and these individuals will be provided with PPE appropriate for the task. Namely;</p> <p>Face Mask / shield or eyewear / gloves, apron.</p> <p>The first aid kit is checked and located at the Welcome desk.</p>	2	3	M	Medium
Covid-19	Staff on arrival and leaving the premises	Employee, volunteers, booked in visitors	3	4	12 H	<p>Inform the front office know when you are planning to come into the office. Try to stagger times for entering and exiting the building to avoid any congestion at the front door and lobby area and to reduce contact.</p> <p>Sanitise your hands on entering and leaving the building</p>	2	3	M	Medium

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
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			1	2	3	4	5	

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Covid-19	Inside the building with increased transmission of virus while moving around.	Employee, volunteers, booked in visitors	3	4	12 H	<p>Comply with social distancing regulations at all times, i.e. 2m until further notice</p> <p>Non-essential movement in the building between offices to be discouraged.</p> <p>Take responsibility for own work area, i.e. sanitise when arriving and again before you leave. A sanitiser spray will be made available.</p> <p>Do not share any devices, e.g. keyboards, phones, etc.</p> <p>Maintain a clear desk/room policy.</p> <p>Avoid transferring papers or documents from person to person unless necessary. Wear gloves when handling or passing documents.</p> <p>High footfall areas such as corridors to be managed to maintain social distancing where possible.</p> <p>Staff may choose to wear masks (more for reassurance) when moving around the building or away from their workstation.</p>	2	3	6	Medium

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			1	2	3	4	5	

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Covid-19	Transmission of virus in the common area.	Employee , volunteers	3	4	12 H	<p>Activities that allow for social distancing to be undertaken.</p> <p>Lunch times, break times, and movement around the site to be staggered to reduce gatherings.</p> <p>Everyone to be encouraged to follow the social distancing guidelines.</p> <p>Staff have been requested to bring their own food and drinks and eat at their desk or move outside to eat.</p> <p>If using the kettle or fridge gloves must be worn and to wash up your own cutlery and crockery as the dishwasher is currently not being used.</p> <p>Break times should be staggered if possible.</p> <p>The staff room is going to be a quiet area and do not eat or drink in the area. After leaving ensure that the staff room is left tidy.</p> <p>Ensure toilets are left clean after use</p>	2	3	6	Medium
Covid-19	Transmission of virus during meetings	Employee, volunteers, booked in visitors	4	4	16 H	<p>Use remote working tools such as Zoom where possible.</p> <p>If physical meetings are required, 2m social distancing to be maintained throughout in well-ventilated areas and positioned side by side where possible. Avoid sharing pens/documents etc.</p> <p>Hand sanitizer to be provided in meeting rooms. Meetings may be held outside where possible. Building entry and exit requirements for hand sanitising to be followed.</p>	2	3	6	Medium

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
5 >Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 <Very unlikely	5 Multi death or very serious injury 4 Single death or very serious injury 3 Serious injury 2 RIDDOR 3 day 1 Minor/First Aid	Prob					Low – no action required MED - justify/review on a regular basis throughout the event HIGH – immediate action/further controls needed	
		5	5 M	10 H	15 H	20 H		25 H
		4	4 L	8 H	12 H	16 H		20 H
		3	3 L	6 M	9 H	12 H		15 H
		2	2 L	4 L	6 M	8 H		10 H
1	1 L	2 L	3 L	4 L	5 M			
		1	2	3	4	5		

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Covid-19	Transmission of virus entering and in the reception	Employees	4	4	H	No personal deliveries for the time being All visitors must be pre-booked and follow the rules of engagement (or will not be permitted to enter the building) Avoid unnecessary gatherings within the reception area. Gloves must be worn if using the photocopier or taking items from the stationary cupboard. Gloves must be worn to receive the post or any deliveries; this should be limited to one person only.	2	3	6	Medium
Covid-19	Transmission of virus booking out keys and other items to third party	Employee, volunteers, booked in visitors	4	4	16 H	Any essential items such as property keys or documents needing to be released to a third party in order to carry out a procedure or work disinfect or sterilise the item. Some items are too delicate and may become irreversibly damaged due to the sanitation process. These items to be quarantined for at least 72 hours before release and 72 hours after return before bring the item back into circulation.  Any items to be booked out, follow the established release procedures.	2	3	6	Medium
Covid-19	Becoming injured when help is not at hand	Employee, volunteers, booked in visitors	3	4	12 H	Many social distancing measures result in an increase in lone working, something that is usually minimised. If you are lone working in the offices it is important to follow lone working guidance and ensure a buddy system is implemented and you are in regular contact re your wellbeing.	1	4	4	Low
Covid-19	Evacuation procedure	Employee, volunteers, booked in visitors	4	5	20 H	Raise the alarm and evacuate the building in an orderly fashion. Appointed fire marshal to sweep the building. Obey 2-meter social distancing rule and gather outside assembly point and await further instruction.	2	3	6	Low

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		1	2	3	4	5		

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						If trained and competent use of fire extinguishers. All handles and triggers to be pre-sanitised as part of the deep clean. Take equipment out of service after use and replace immediately.				
Covid-19	Proximity to a person displaying covid-19 symptoms leading to increased transmission of covid-19	Employee, volunteers, booked in visitors	5	5	25 H	<p>If someone becomes unwell and starts to display symptoms and starts to display with a new, continuous cough or a high temperature in the work place they must be sent home and advised to follow the staying at home guidance.</p> <p>If an affected person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area that is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Public Health England together with NHS England and the Department of Health and Social Care (DHSC), has agreed to prioritise testing for those most at risk of severe illness from the virus. Those in hospital care for pneumonia or acute respiratory illness will be the priority.</p> <p>Wider testing is being rolled out, and priority lists have been set for this. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> who-can-be-tested.</p>	3	4	12	High

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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 offices: Self-evaluation and other staff members 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
None pre booked appointments visiting the premises	Reception, Security Team and Staff	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 Staff	Daily

**INSTRUCTIONS ISSUED TO STAFF FOR THE USE OF THE OFFICES.**

**Engagement for Deanery Mews**  
**During Covid- 19, June 2020 until further notice**

Please ensure that you try to work from home as your first option but if you have to come into the office, the following guidelines should be followed. This will ensure that we are working safely during Covid-19. All staff to read the COVID19 Risk assessment in respect of Deanery Mews.

**On Arrival/Leaving:**

- Please let Linda Dowell know if you are planning to come into the office. Try to stagger times for entering and exiting the building to avoid any congestion at the front door. Linda should be able to tell you who else may be coming in and at what time

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- Sanitise your hands on entering and leaving the building

### **When Inside:**

- You must comply with social distancing regulations at all times, i.e. 2m until further notice
- Take responsibility for your own work area, i.e. sanitise when you arrive and again before you leave. A sanitiser spray will be made available for your office. When this is empty, it should be refilled from the 5 litre containers we are holding.
- Do not share any devices, e.g. keyboards, phones, etc. Pens also not to be shared.
- Restrict your movement around the building
- Maintain a clear desk policy and do not transfer papers or documents from person to person unless wearing gloves

### **Common Areas:**

- Gloves must be worn when using the kettle or fridge
- Break times should be staggered
- Please do not eat or drink in the staff room, staff are requested to bring their own food and drinks
- Please ensure toilets are left clean after use
- Please ensure that the staff room is left tidy, i.e. wash up your own cutlery and crockery as the dishwasher is currently not being used

### **Meetings:**

- Meetings will continue to be held via Zoom until further notice
- If meetings must be held face to face, 2m distance should be recognised, in a well ventilated area and positioned side by side where possible

### **Reception:**

- No personal deliveries for the time being
- All visitors must be pre-booked and follow the rules of engagement (or will not be permitted to enter the building).
- Visitors to phone the person that they are meeting from their car/outside the building so that they can be met by the person they are meeting (host) at the front door.
- Host to complete visitor badge and pass to visitor. Host to collect badges at the end of the visit and wipe with sanitizing wipe before placing back into the box.
- Gloves must be worn if using the photocopier
- Gloves must be worn to receive the post or any deliveries; this should be limited to one person only