


# Risk Assessment



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| <p align="center"><b>COVID 19 RE OPENING</b><br/><b>THE MUSIC DEPT, No.28</b></p>  | <p align="center"><b>Key Dates:</b><br/><b>June 22<sup>nd</sup> 2020 onwards</b></p> |
| <p align="center">Risk Assessment undertaken by:<br/><b>Dave Cramp, Commercial Director</b><br/>Supported by Plumsum H&amp;S professionals</p> |  |
| <p>Signed:</p>  <p>Date: 22 June 2020</p>                     | <p align="center">Approved by Executive<br/>22 June 2020</p>                         |

Scope of Risk Assessment:

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| <p>This assessment covers</p> <p><b>Staff, Volunteers and members of the public referred to in this document as Visitors</b></p> |
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Visitor Profile:

|  |   |
|--|---|
| <p align="center">Age range</p>  | <p align="center">All ages</p>  |
| <p align="center">Alcohol / Substance consumption: high/moderate/low</p> | <p align="center">None with the potential for a minority that are intoxicated</p> |
| <p align="center">Average attendance</p>                                 | <p align="center">Capacity 30 at a time with a queue for a further 8</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, 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> <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>  | 2 | 3 | M | 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>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 | Failing to provide a safe working environment for Staff, Volunteers and Visitors | Staff, Volunteers and Visitors. | 3 | 3 | H | <p><b>1. Carry out a COVID-19 risk assessment</b></p> <p>We have conducted building specific risk assessments 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>We are providing hand sanitiser in the building</li> <li>Staff will be required to wear gloves when entering the building and if they require the Kitchen appliances.</li> <li>We will frequently clean and disinfect objects and surfaces that are touched regularly</li> </ul> | 2 | 3 | M | Medium       |

| Probability (P)      | Severity (S)                          | Calculation of Risk (R) |     |      |      |      | Action Level             |  |
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| 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 |
|---------|--------------|----------------|---|---|---|--|---|---|---|--------------|
|         |              |                |   |   |   | <ul style="list-style-type: none"> <li>We will establish a cleaning process with our cleaner</li> </ul> <p><b>3. Help people to work from home</b></p> <p>Non-essential staff are not required to attend their office and will not be present by habit in the office.</p> <p><b>4. Maintain 2m social distancing, where possible</b></p> <p>We will where possible, maintain 2m between people and we have:</p> <ul style="list-style-type: none"> <li>Made this clear on internal documentation issued as rules of building engagement.</li> <li>Made it clear the office is NOT open to receive visitors</li> </ul> <p><b>4. Where people cannot be 2m apart, manage transmission risk</b></p> <ul style="list-style-type: none"> <li>We believe this is possible in the space defined for work</li> </ul> |   |   |   |              |

| Probability (P)      | Severity (S)                          | Calculation of Risk (R) |     |      |      |      | Action Level             |  |
|----------------------|---------------------------------------|-------------------------|-----|------|------|------|--------------------------|--|
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| 2 Unlikely           | 2 RIDDOR 3 day                        | 3                       | 3 L | 6 M  | 9 H  | 12 H | 15 H                     | HIGH – immediate action/further controls needed              |
| 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                      |  |
|                      |                                       |                         | 1   | 2    | 3    | 4    | 5                        |  |

| Hazards  | Consequences  | Who is at Risk       | P | S | R | Controls   | P | S | R | Action Level |
|----------|---|----------------------|---|---|---|--|---|---|---|--------------|
| Covid-19 | Contamination from shared space where Covid 19 infection was present              | Staff and Volunteers | 2 | 3 | M | <p>Staff have been issued with the following instructions:</p> <ul style="list-style-type: none"> <li>Gloves must be worn when using the kettle or fridge</li> <li>Break times should be staggered</li> <li>Please do not eat or drink in the staff room, staff are requested to bring their own food and drinks</li> <li>Please ensure toilets are left clean after use</li> <li>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</li> </ul>  | 1 | 3 | L | None         |
| Covid-19 | Staff have to work too close together and thus are at risk of cross contamination | Staff and Volunteers | 2 | 3 | M | <p>Clear instructions have been given to all staff:</p> <ul style="list-style-type: none"> <li>You must comply with social distancing regulations at all times, i.e. 2m until further notice</li> <li>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.</li> <li>Do not share any devices, e.g. keyboards, phones, etc. Pens also not to be shared.</li> <li>Restrict your movement around the building</li> <li>Maintain a clear desk policy and do not transfer papers or documents from person to person unless wearing gloves</li> </ul> | 1 | 3 | L | None         |

| Probability (P)   | Severity (S)   | Calculation of Risk (R) |     |      |      |      | Action Level  |      |
|---|--|-------------------------|-----|------|------|------|---|------|
| 5 >Almost inevitable<br>4 Very likely<br>3 Likely<br>2 Unlikely<br>1 <Very unlikely | 5 Multi death or very serious injury<br>4 Single death or very serious injury<br>3 Serious injury<br>2 RIDDOR 3 day<br>1 Minor/First Aid | Prob                    |     |      |      |      | Low – no action required<br>MED - justify/review on a regular basis throughout the event<br>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 | There is congestion on entry to and exit from the office  | Staff and Volunteers | 1 | 3 | L | Staff have been issued with the following instructions: <ul style="list-style-type: none"> <li>HOD's to establish a rota for their staff that makes clear who is where and when, ensure this is communicated to users of the building</li> <li>Try to stagger times for entering and exiting the building to avoid any congestion at the front door.</li> <li>Sanitise your hands on entering and leaving the building</li> </ul> | 1 | 3 | L | None         |
| Covid-19 | Staff forget the controls in place and ad hoc face to face meetings become the habit once again | Staff and Volunteers | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>Meetings will continue to be held via Zoom until further notice</li> <li>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</li> </ul>  | 1 | 3 | L | None         |
| Covid-19 | There is cross contamination caused by the handling of mail                                     | Staff and Volunteers | 1 | 3 | L | Staff have been instructed to use gloves when receiving or touching the post. Mail to be left on the windowsill for other building users to collect.  | 1 | 3 | L | None         |

| Probability (P)   | Severity (S)   | Calculation of Risk (R) |     |      |      |      | Action Level  |      |
|---|--|-------------------------|-----|------|------|------|---|------|
| 5 >Almost inevitable<br>4 Very likely<br>3 Likely<br>2 Unlikely<br>1 <Very unlikely | 5 Multi death or very serious injury<br>4 Single death or very serious injury<br>3 Serious injury<br>2 RIDDOR 3 day<br>1 Minor/First Aid | Prob                    |     |      |      |      | Low – no action required<br>MED - justify/review on a regular basis throughout the event<br>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    |   |      |

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 |
|--|---|-----------|
| Failing to provide a safe working environment for Staff, Volunteers and Visitors | Manages to conduct a daily review of the practices and address with any staff who are in breach | Daily     |
|  |   |           |

**COPY OF THE RULES ISSUED TO STAFF**

**Rules of Engagement for No. 28 Minster Precincts, Cathedral Music School  
During Covid-19, From 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 Music staff must read the COVID19 Risk assessment in respect of the Cathedral Music School.

**On Arrival/Leaving:**

- Please update the In / Out board as you enter and leave, but do so only wearing gloves. Try to stagger times for entering and exiting the building to avoid arriving / departing at the same time as anyone else.
- Sanitise your hands on entering and leaving the building using the bottle on the bag store behind the front door.

**When Inside the Music School:**

- 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 it when you arrive and again before you leave. A sanitiser spray will be made available for your room. When this is empty it should be refilled from the 5 litre containers being held centrally.
- No office equipment, devices, or stationary may be shared, e.g. keyboards, phones, pens, pencils etc.
- 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
- Gloves must be worn when using the kettle or fridge – minimise the use of these items to absolute necessity only. As such, staff are requested to bring their own food / drinks. Should you need to wash your cutlery / crockery for any reason, please hand wash. The dishwasher is currently not to be used
- Avoid taking a break at the same time / in the same room as someone else
- Please ensure toilets are left clean after use
- Music should not be shared. Remaining music that is filed in the library should then be left untouched for 72 hours
- Hands must be washed / sanitised before using any keyboard instrument (this includes those in the Cathedral too)

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- Gloves must be worn when using the photocopier

### **Meetings:**

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

### **Reception / Foyer:**

- No personal deliveries for the time being
- Any visitors must be pre-booked through the Cathedral office and follow the rules of engagement for Deanery Mews (or they will not be permitted to enter the Music School).
- Visitors should phone the person that they are meeting (host) from their car/outside the building so that the person they are meeting at the front door of No. 28 having already can meet them acquired and prepared a badge.
- The host should complete a visitor badge and pass it to the visitor, and then collect badges at the end of the visit. They should then be wiped with a sanitizing wipe before being returned to the box in Deanery Mews.
- Gloves must be worn to receive the post. It should be left on the windowsill until the recipient is next in