

## Risk Assessment

Likelihood			
5	5	10	15
4	4	8	12
3	3	6	9
2	2	4	6
1	1	2	3
	1	2	3
	4	5	6

Recommencing of Cathedral Activities; Public Services General Access - Tier 4										
What is the Hazard?		General access for public gatherings during opening of Cathedral following closure due to pandemic								
Who will this affect?		Y/N	How will they be affected?	Related risk assessments						
Employees and Volunteers		Y	May be directly exposed during opening	Biological Agent (COVID-19) Personal Protective Measures						
Associated Legislation and Company Literature		Y	Young/vulnerable people							
Health and safety at work act 1974 Management of health and safety at work regulations 1999 Control of substances hazardous to health 2002		Y	Contractors and Third Parties							
		Y	Visitors and Public							
Frequency of task	Frequent	Y	Others (please describe)		No access (authorised or unauthorised)					
Description of Hazard		Illness or death from exposure to COVID-19 virus during activities associated with recommencing Public Services in the Cathedral								
Risk rating prior to control measures	Severity 5	Likelihood 5	Risk rating 25	Control measures (e.g. design, guarding, procedures, PPE, signs, work methods, supervision and training) <ul style="list-style-type: none"> <li>A clearly designated 'one-way system' route for general access around the main Cathedral for the public is provided and to be followed in conjunction with specific routes for public services as outlined in the permitted access risk assessment.</li> <li>Areas of the Cathedral that cannot be safely accessed in accordance with social distancing are to remain closed and secured.</li> <li>All staff and volunteers are to be aware of current guidelines in regard to recommended social distancing, PPE and personal hygiene measures to be able to inform the public during services.</li> <li>Staff and volunteers will be provided with limited facilities while on site, including toilet facilities which will be subject to regular sanitisation, to minimise potential contamination.</li> <li>Staff, volunteers and the public are requested to wear face coverings while on the floor of the Cathedral, Shop and Café.</li> <li>Staff, volunteers and the public are to ensure they follow Government 'Test and Trace' requirements on site.</li> <li>Staff and volunteers are to co-ordinate the entrances and exits for public services to enable themselves and the public to limit contact with others and surfaces while on site.</li> </ul>						
Risk rating with existing control measures	Severity 5	Likelihood 2	Risk rating 10							
Additional controls needed		<ul style="list-style-type: none"> <li>Social distancing and personal hygiene measures are to be maintained by staff, volunteers and the public at all times while on site, as per current guidelines and instructions.</li> <li>Staff, volunteers and the public are to self-isolate and not attend site if they have COVID-type symptoms.</li> </ul>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Complete?</th> </tr> <tr> <td style="width: 50%;">Intl</td> <td style="width: 50%;">Date</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	Complete?		Intl	Date		
Complete?										
Intl	Date									

Date Completed: 31/12/2020

Completed by: Jackie Croft

Actions required? Y/N

Date for review: 31/1/2021\*

\*earlier if Tier status changes.

## Risk Assessment

Likelihood				Severity				Risk Rating											
5	4	3	2	1	5	4	3	2	1	25	20	15	10	5					
<b>Recommencing of Cathedral Activities; Public Services Permitted Access</b>																			
What is the Hazard?				Permitted access for public gatherings during opening of Cathedral following closure due to pandemic															
Who will this affect?				Y/N				How will they be affected?				Related risk assessments							
Employees and Volunteers				Y				May be directly exposed during opening				Biological Agent (COVID-19) Personal Protective Measures							
Associated Legislation and Company Literature				Young/vulnerable people				Y						May be directly exposed during opening					
Health and safety at work act 1974 Management of health and safety at work regulations 1999 Control of substances hazardous to health 2002				Contractors and Third Parties				Y						Authorised access only (coordinated by Works Department)					
				Visitors and Public				Y						May be directly exposed during opening					
Frequency of task				Frequent				Others (please describe)						Y		No access (authorised or unauthorised)			
Risk rating prior to control measures				Severity		Likelihood		Risk rating		Description of Hazard				Illness or death from exposure to COVID-19 virus during activities associated with recommencing Public Services in the Cathedral					
Risk rating with existing control measures				5		5		25		Control measures (e.g. design, guarding, procedures, PPE, signs, work methods, supervision and training) <ul style="list-style-type: none"> <li>Limited capacity public gatherings are permitted in the Nave with specific social distancing measures and restrictions in place.</li> <li>Staff and volunteers are to open or close the designated entrance and exit routes as instructed for public services in the Cathedral to control access, pedestrian flow and numbers attending to ensure social distancing and safe capacity levels.</li> <li>The Cathedral is to be cleared and closed prior to public services, and the main NEC entrance then opened to allow access.</li> <li>The public is to exit the Cathedral via the SW door, NW door and cloisters to the NEC exit after any services to control capacity and maintain a single direction of travel. All other entrances/exits are to remain closed unless required for use in a non-Covid related emergency.</li> <li>Staff, volunteers and the public are requested to wear face coverings while on the floor of the Cathedral, Shop and Café.</li> <li>Staff, volunteers and the public are to ensure they follow Government 'Test and Trace' requirements on site.</li> <li>In the event of an incident, the emergency evacuation routes are to be via the West Door, SW and NW doors, Bishops Door in the South Cloister and main NEC entrance to ensure safe exit in a single direction along each route.</li> </ul>									
				Additional controls needed				<ul style="list-style-type: none"> <li>Social distancing and personal hygiene measures are to be maintained by staff, volunteers and the public at all times while on site, as per current guidelines and instructions.</li> <li>Staff, volunteers and the public are to self-isolate and not attend site if they have COVID-type symptoms.</li> </ul>						Complete?					
				5		2		10						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Intl</th> <th>Date</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>		Intl	Date		
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Date Completed: 31/12/2020


Completed by: Jackie Croft

Actions required? Y/N

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## Risk Assessment

 <p style="text-align: center;"><b>Likelihood</b></p>				<b>Recommencing of Cathedral Activities; Public Services Staff &amp; Volunteers Duties</b>			
What is the Hazard?		Staff duties for public gatherings during opening of Cathedral following closure due to pandemic					
Who will this affect?		Y/N	How will they be affected?		Related risk assessments		
Employees and Volunteers		Y	May be directly exposed during opening		Biological Agent (COVID-19) Personal Protective Measures		
Associated Legislation and Company Literature		Y	May be directly exposed during opening				
Health and safety at work act 1974 Management of health and safety at work regulations 1999 Control of substances hazardous to health 2002		Contractors and Third Parties		Y		Authorised access only (coordinated by Works Department)	
		Visitors and Public		Y		May be directly exposed during opening	
Frequency of task		Frequent		Y		No access (authorised or unauthorised)	
Risk rating prior to control measures		Severity	Likelihood	Risk rating	Description of Hazard Illness or death from exposure to COVID-19 virus during activities associated with recommencing Public Services in the Cathedral		
Risk rating with existing control measures		Severity	Likelihood	Risk rating			
		5	5	25	Control measures (e.g. design, guarding, procedures, PPE, signs, work methods, supervision and training) <ul style="list-style-type: none"> <li>During public services staff and volunteers are to be appointed to undertake specific duties as follows:</li> <li>Chairs are to be kept in 'sets' for different services and quarantined for 48 hours after use with a 'red card' dated use system in place. If chairs are required to be used prior to the end of the quarantine period, they will be sanitised with industrial quality wipes/bleach in line with appropriate standards</li> <li>Gloves are to be worn by all staff and volunteers when setting out chairs, disinfecting and clearing chairs, and for laying out and clearing single use orders of service, pens and other literature</li> <li>Chairs are to be set out in a selection of 'pods' in socially distanced singles, doubles, threes and fours. Current social distancing is set at 2m, even with face coverings as an additional precaution for Tier 4 restrictions.</li> <li>A socially distanced central Nave walkway is to be kept clear for evacuation and single-file processions.</li> <li>Nave Sanctuary chairs for Clergy are to be socially distanced and disinfected after use.</li> <li>All readings are to be from the pulpit or Nave lectern, with readers instructed to use hand sanitizer before and after use.</li> <li>Clergy will be provided with personal radio microphones that will not be shared.</li> <li>Clergy will robe in the Lady Chapel and not the Canons' Vestry, with any shared garments to be quarantined after use.</li> <li>All congregations will be asked to provide contact details on the back of the order of service for 'Test and Trace' purposes.</li> <li>Test and Trace documentation is to be kept for 21 days. QR codes are also available upon entry to the Cathedral,</li> <li>Only the President of the Eucharist will receive wine for Holy communion, with all vessels 'red card' quarantined after use. Communion in 'one kind' may be offered provided all guidance from the Church of England is observed.</li> </ul>		

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Actions required? Y/N

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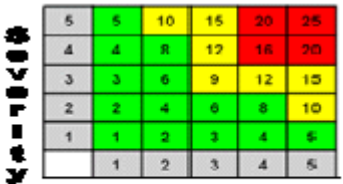
## Risk Assessment

				Additional controls needed	<ul style="list-style-type: none"> <li>Social distancing and personal hygiene measures are to be maintained by staff, volunteers and the public at all times while on site, as per current guidelines and instructions.</li> <li>Staff, volunteers and the public are to self-isolate and not attend site if they have COVID-type symptoms.</li> </ul>	Complete?				
	5	2	10			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Intl</td> <td style="width: 50%; text-align: center;">Date</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	Intl	Date		
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Biological Agent (COVID-19); Public Services						
 <p style="text-align: center;"><b>Likelihood</b></p>		<b>What is the Hazard?</b> Illness or death from exposure to a biological agent (COVID-19)				
<b>Who will this affect?</b>		Y/N	How will they be affected?	Related risk assessments		
Employees and Volunteers		Y	May be directly exposed during opening	Cathedral Activities; Public Services Personal Protective Measures		
Associated Legislation and Company Literature		Y	Young/vulnerable people May be directly exposed during opening			
Health and safety at work act 1974 Management of health and safety at work regulations 1999 Control of substances hazardous to health 2002		Y	Contractors and Third Parties Authorised access only (coordinated by Works Department)			
		Y	Visitors and Public May be directly exposed during opening			
Frequency of task	Frequent		Others (please describe)	Y	No access (authorised or unauthorised)	
		<b>Description of Hazard</b>			Illness or death from exposure to Covid-19 virus	
Risk rating prior to control measures	Severity	Likelihood	Risk rating	<b>Control measures (e.g. design, guarding, procedures, PPE, signs, work methods, supervision and training)</b> <ul style="list-style-type: none"> <li>Only limited staff and volunteers are to be appointed designated work duties directly related to public services. This is to limit potential exposure and contamination by controlling the number of persons accessing the site.</li> <li>All staff and volunteers are to maintain personal hygiene measures of themselves and the public in the Cathedral at all times in accordance with current guidance, including sanitising all contact points before and after use.</li> <li>Stocks of hand sanitiser (compliant with BS EN 1500) and surface sanitiser wipes (compliant to BS EN 14476) are to be maintained in each work area for decontamination of all contact points before and after every use.</li> <li>A checklist of contact points is to be signed off before and after each use to confirm sanitisation has been carried out.</li> </ul>		
	5	5	25			
Risk rating with existing control	Severity	Likelihood	Risk rating			

## Risk Assessment

measures				Additional controls needed	<ul style="list-style-type: none"> <li>Social distancing, PPE and personal hygiene measures are to be strictly maintained and followed at all times in accordance with Cathedral Activities; Public Services Risk Assessments and Cathedral Reopening Action Plan.</li> <li>Any queries, or where there is a dearth of information, should be referred to the Clerk of the Works or the Chapter Clerk and Administrator. In their absence the Canon in Residence should be consulted.</li> </ul>	Complete?	
	5	2	10			Intl	Date

 <p style="text-align: center;"><b>Likelihood</b></p>				<b>Personal Protective Measures; Public Services</b>							
				What is the Hazard?	Safety measures made ineffective due to not following Personal Protective Measures						
				Who will this affect?	Y/N	How will they be affected?			Related risk assessments		
				Employees and Volunteers	Y	May be directly exposed during opening			Cathedral Activities; Public Services Biological Agent (COVID-19)		
Associated Legislation and Company Literature				Young/vulnerable people	Y	May be directly exposed during opening					
Health and safety at work act 1974 Management of health and safety at work regulations 1999 PPE regulations 2002 (2016)				Contractors and Third Parties	Y	Authorised access only (coordinated by Works Department)					
				Visitors and Public	Y	May be directly exposed during opening					
Frequency of task	Frequent			Others (please describe)	Y	No access (authorised or unauthorised)					
Risk rating prior to control measures	Severity	Likelihood	Risk rating	Description of Hazard	Illness or death from lack of use or misuse of measures in Cathedral Activities; Public Services risk assessments						
	5	5	25	Control measures (e.g. design, guarding, procedures, PPE, signs, work methods, supervision and training)							<ul style="list-style-type: none"> <li><b>Personal Protective Equipment (PPE):</b> All staff, volunteers and the public are to wear necessary PPE at all times while on site.</li> <li><b>Social distancing:</b> All staff, volunteers and the public are to strictly observe recommended social distancing measures while on site.</li> <li><b>Personal hygiene:</b> All staff, volunteers and the public are to strictly observe the recommend personal hygiene measures at all times. On site, this is ensuring wearing the necessary PPE at all times and using the sanitation stations provided. Off site, this is ensuring following guidance on removing and/or disposing of PPE and hand washing or sanitising as a minimum.</li> <li><b>Site Access:</b> All staff, volunteers and the public are to strictly follow designated access routes on site for reopening generally, and public services specifically. Areas of the Cathedral that do not have to be accessed will remain shut down.</li> </ul>
Risk rating with existing control measures	Severity	Likelihood	Risk rating	Additional controls needed	<ul style="list-style-type: none"> <li>Social distancing, PPE and personal hygiene measures are to be strictly maintained and followed at all times in</li> </ul>					Complete?	
									Intl	Date	

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Actions required? Y/N

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					<p>accordance with Cathedral Activities; Public Services Risk Assessments and Cathedral Reopening Action Plan.</p> <ul style="list-style-type: none"> <li>Any queries, or where there is a dearth of information, should be referred to the Clerk of the Works or the Chapter Clerk and Administrator. In their absence the Canon in Residence should be consulted</li> </ul>		
	5	2	10				