

RISK ASSESSMENT for Re-Opening ref covid-19

Principle Legal Requirement

Health & Safety at Work Act 1974 – Sections 2 and 3

Activity Undertaking:	Location: Gloucester Cathedral floor and front of house	Assessor Name: Nick Penney	Date: 15/06/21	Signature of Assessor: N.Penney
-----------------------	---	----------------------------	----------------	---------------------------------

S = Severity Factor	Death = 5	Major Injury = 4	More than 7 Days = 3	Up to 3 Day Minor Injury = 2	Trivial Injury = 1
L = Likelihood Factor	Certain = 5	Highly Likely = 4	Likely = 3	Possible = 2	Remote = 1
R = Total Risk Factor	Multiply S by L to give R. The higher the number, the greater the risk and level of control needed.				
RR = Residual Risk Factor	Multiply S by L to give RR. This is the risk level remaining when control measures are included.				

Hazard	Who might be harmed and how	Existing Control Measures	Risk Score (inc. calculation)	Risk Rating	Further Control Methods Identified	Date Actioned	Residual Risk Score (inc. calculation)	Residual Risk Rating
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Visitors to the Cathedral Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to your business 	Hand Washing <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Gel sanitisers in any area where washing facilities not readily available 	2x4	8	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	As below at foot of document.	2x2	4
		Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light	2x4	8	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.		2x2	4

		switches, reception area using appropriate cleaning products and methods.			Temp cleaning contract setup to give extra cleaning capacity for office and Cathedral. VSA's to be used as additional cleaning duties			
		<p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p>	2x4	8	<p>Entrance and Welcome Area Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Queuing system setup as per MOM. Stretch tapes used to divide the south porch into two clear lanes. One entrance and one exit.</p> <p>Clear signage in place explaining one way system. Also asking people to maintain 2meters distance between each other.</p> <p>Only right hand entrance point open (as you look at the desk)</p> <p>Rear desk positioned to give person staffing the desk min 2m clearance from front or behind. Stretch tapes used to make a secure working area behind the desk.</p> <p>Donation box used in front of welcome desk to remove cash handling regularly. Card payments taken using tablet from behind the desk. No receipts given (unless via email)</p> <p>Cathedral access limited inside the building to:</p> <ol style="list-style-type: none"> 1. Nave 2. Cloisters 3. Garth 4. Quire 5. Lady Chapel <p>Smaller side chapels to remain closed. Tribune also to be kept closed initially.</p> <p>One way system setup around the East end of the Cathedral, this is to reduce people crossing in the ambulatories (North to South).</p> <p>Visitors limited to 250 at anytime (this number to be reviewed after one week of operation). Conversations to be had with people counter suppliers. We may be able to get a live snapshot of capacity. When capacity reached people will need to wait outside following stretch tapes and signage directions.</p>	2x2	4	

					Only the disabled toilet to be open to visitors. This will limit people in confined spaces.			
					No tours available No volunteers used as part of the initial opening period. (reviewed monthly?)			
		<p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	2x4	8	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.		2x2	4
		<p>RPE <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p>	2x4	8	<p>To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –</p> <p>Both the fit tester and those being fit tested should wash their hands before and after the test. Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).</p> <p>A supply of disposable half masks will be kept in the checker and also the Welcome desk area. These masks are for staff use only.</p> <p>Should any staff member have to carry out a job that means social distancing cannot be maintained, masks and gloves should be worn at all times.</p>		2x2	4

		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>	2x4	8	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Infra red thermometers kept on site. Should someone report a temperature they should be tested by their line manager. Correct PPE should be worn whilst testing.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>		2x2	4
		<p>Maintaining Fresh Air Supply To try and dissipate any airborne virus's a good supply of fresh air should be maintained to the building</p>	2x4	8	<p>The South porch doors should be set to open to allow air to circulate into the building.</p> <p>The doors from the Garth and East and West Cloister doors in the Nave and East end should be open during visiting hours.</p>		2x2	4
		<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hscni.gov.uk/stress</p>	1x2	2	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Helen J to be consulted on mental health links already established at the Cathedral.</p>		1x1	1

Low Risk (1-4) - Continue task with existing control measures

Medium Risk (5-10) - Review whether task can be carried out another way or with addition control measures. Proceed with caution/monitor

High Risk (11-25) – Do not proceed with task until an alternative safe system of work or other control measures are put in place.

Checklist	Yes	No
ADDITIONAL SPECIFIC ASSESSMENT MUST BE COMPLETED WHERE YES HAS BEEN RECORDED		
Is Personal Protective Equipment needed?		x
Is a qualified First Aider present?	x	
Are all staff properly trained in the work processes?	x	
Is a Fire Risk Assessment required for this area or building?	x	
Does the work involve working at height?		x
Could the work involve contact with Asbestos – ACMs?		x
Does the work involve Children or Young People?	x	
Does the work involve Display Screen Equipment?		x
Does the work involve excess noise for long periods?		x

Completed by: Canon R Mitchell	Signed: Richard Mitchell	Date: 22 June 2021	
Approved by: Nick Penney	Signed: Nick Penney	Date: 22.6.21	Date for Review: