

<p><u>Activity</u></p> <p>Activity is increasing in the Minster, therefore we require a general risk assessment that deals with 'daily operating' during times of COVID. Other risk assessments for additional activities can be developed from this.</p> <p><b>This risk assessment is to be issued to anyone external from the Minster team who may need to operate, for work or community activity, within the Minster.</b></p>	<p><u>Name</u></p> <p>Stephanie Osman - Operations Manager</p>	<p><u>Date</u></p> <p>19/10/20</p>
<p><u>Who may be harmed?</u></p> <p>Members of the public, church staff and volunteers</p>	<p><u>Seconded</u></p>	<p><u>Review Date</u></p> <p>As and when Government advice/restrictions change</p>

Hazard	Risk Rating = SxL*			Existing Controls	Additional Controls	By Who	By When	Date Complete
	S	L	R					
<p><b>Risk of infection/transmission of virus.</b> People can catch the virus from others who are infected in various ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth when a person with the virus coughs etc.</li> <li>• the virus can survive on surfaces for up to 72 hours</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose or mouth</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>• Staff, visitors and volunteers should continue to follow Government guidance about social distancing and hygiene practice.</li> <li>• All staff, visitors and volunteers are to wash their hands for at least 20 seconds on arrival, regularly during their time on the church premises and prior to leaving. Hands are to be dried on hand towels which can then be put in the bin.</li> <li>• High contact areas such as door handles, door push plates, light switches, hand rails, kettles, and taps will be cleaned daily (or more frequently if different groups are using the building).</li> </ul>	<ul style="list-style-type: none"> <li>• Remind visitors on entry to wash hands, wear face coverings and maintain social distancing.</li> </ul>	Staff and volunteers	Ongoing	-

				<ul style="list-style-type: none"> <li>• Whilst people are in the church building, doors can be propped open so that fewer people need to touch the door handles. These must all be closed when the building is vacated to comply with our fire safety regulations.</li> <li>• Busy areas such as toilets, kitchens and work spaces will be cleaned daily (or more frequently if different groups are using the building).</li> <li>• Bins will be emptied regularly (weekly in areas used by one individual, daily in toilets, kitchens and communal areas). Staff and volunteers are to wash hands immediately after emptying bins.</li> <li>• Hand sanitiser stations are positioned in various places around the building.</li> <li>• Cover mouth and nose with a tissue when coughing or sneezing, put used tissues in bin straight away and thoroughly wash hands.</li> <li>• Remind staff and volunteers not to touch their faces.</li> <li>• Face coverings are now mandatory unless medically exempt.</li> <li>• A system is in place to ensure the cleaning of surfaces before, during and after private prayer to ensure surfaces are kept clean.</li> <li>• The Rule of Six means people can only meet socially in groups of six, either at home or in public places. This is now enforceable by law. <ul style="list-style-type: none"> <li>○ Community facilities and places of worship following COVID-19 Secure guidance can host more than 6 people in total, but no one should visit or socialise in a group of greater than 6.</li> </ul> </li> <li>• On entering and leaving everyone must use the available hand sanitiser.</li> <li>• A one-way system is in place to avoid people crossing in the main door which is not wide enough to accommodate 2m social distancing.</li> </ul>				
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				<ul style="list-style-type: none"> <li>○ People will enter the main door and exit by the kitchen.</li> <li>○ This 'flow' is clearly marked on the floor with tape.</li> <li>● Social distancing measures are in place in relation to seating; <ul style="list-style-type: none"> <li>○ A card system is in place to ensure seats are used only once and the cleaned.</li> <li>○ Every other pew is closed and only the end seats of each row can be used.</li> <li>○ Visitors to small groups and community activities must observe social distancing measures when seated.</li> </ul> </li> <li>● Refreshments; <ul style="list-style-type: none"> <li>○ Tea and coffee cannot be served as we do not have a full café area however people are permitted to bring their own refreshments to consume on site. <ul style="list-style-type: none"> <li>▪ Anything brought into the building must then be taken away afterwards. NO RUBBISH IS TO BE PLACED IN MINSTER BINS</li> </ul> </li> </ul> </li> <li>● Cans of drinks and pre-wrapped cakes and biscuits can be offered to volunteers. <ul style="list-style-type: none"> <li>○ These must be picked up, not handed out and rubbish must be disposed of offsite.</li> </ul> </li> <li>● The toilets will only be accessible in emergency situations during small groups and community activity. The layout of the toilet area within the Minster does not allow enough room for social distancing measures to be in place therefore; <ul style="list-style-type: none"> <li>○ Anyone using the toilets must wear a face covering for the duration. They must wash their hands for a minimum of 20 seconds after using the facilities and must spray any surfaces that they came into contact with their hands.</li> </ul> </li> </ul>				
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				<ul style="list-style-type: none"> <li>• We will be asking for contact details from those who gather so that we can help with the 'track and trace' programme. This is now a requirement. <ul style="list-style-type: none"> <li>○ Track and Trace QR codes, linked to the NHS Track and Trace app are displayed in the Minster and must be used by those who have smart phone capabilities.</li> </ul> </li> <li>• Surfaces within the Minster are being regularly cleaned and sanitized after private prayer.</li> <li>• Certain areas of the Minster will be closed to public access, these areas will be clearly marked.</li> <li>• The children's area will not be open at this time.</li> </ul>				
<b>Higher risk areas of the Minster</b> Heavily used areas of the building are more likely to present an infection risk.	3	3	9	<ul style="list-style-type: none"> <li>• Staff, visitors and volunteers should wash hand regularly or use hand sanitiser.</li> <li>• High contact areas such as door handles, door push plates, light switches, and taps will be cleaned regularly.</li> <li>• Busy areas such as toilets, kitchens and work spaces will be cleaned more regularly.</li> <li>• The kitchen is to remain closed at this time.</li> <li>• Tea and Coffee are not offered during this time.</li> <li>• Hand washing instruction posters are displayed.</li> <li>• People should not pass on the stairs. Instead, one person should wait whilst the other person comes up or goes down the stairs.</li> <li>• The tower is accessible only under strict social distancing guidelines and by the ringing team.</li> </ul>		Staff and volunteers	Ongoing	-
<b>Extremely clinically vulnerable and clinically vulnerable staff and volunteers</b> Some staff may be greater risk from Covid-19 due to being either extremely clinically vulnerable and clinically vulnerable.	3	3	9	<ul style="list-style-type: none"> <li>• Staff, visitors and volunteers who are classed as extremely clinically vulnerable should not return the building until the government restrictions allow this.</li> <li>• Those classed as extremely clinically vulnerable should be offered extra support e.g. help with shopping, collecting medication.</li> <li>• Staff, visitors and volunteers who are classed as clinically vulnerable should be encouraged to</li> </ul>		Staff	Ongoing	-

<p>Those who are extremely clinically vulnerable are those who have been told to shield.</p> <p>Those who are clinically vulnerable include</p> <ul style="list-style-type: none"> <li>• people aged 70 or over</li> <li>• pregnant women</li> </ul> <p>those with underlying health conditions</p>				<p>remain at home, but where this is not possible, they should be offered additional protection and/or advice so that they can achieve effective social distancing.</p> <ul style="list-style-type: none"> <li>• Those living in a household with someone who is shielding should also be strongly encouraged to continue to remain at home. If they must visit the premises, they must follow guidance on hygiene practice and social distancing.</li> </ul>				
<p><b>Premises access and travel</b></p> <p>Travel to and from work may lead to greater risk of transmission, especially if staff and volunteers need to use public transport to come to work. There is also greater risk of transmission if several staff members and/or volunteers arrive at work at once.</p>	3	1	3	<ul style="list-style-type: none"> <li>• Where possible, visitors are encouraged to drive, cycle or walk to work. If the only option is public transport, home working options should be considered first.</li> <li>• If visitors must use public transport, social distancing measures should be followed. They must also wear a face covering when using public transport</li> <li>• Visitors should not travel to work in a car together unless they are from the same household. Alternatively, they could walk or cycle to work with one person from outside their household as part of their daily exercise.</li> <li>• If several people are entering and/or leaving the building at the same time, social distancing of 2m should be maintained. The Rule of Six must be observed at all times.</li> <li>• Hand sanitiser is available at both entrances/exits.</li> </ul>	Buy hand sanitiser for entrances/exits.	Staff	Ongoing	-
<p><b>Cases of possible on-site infection</b></p> <p>Where someone is showing symptoms of corona virus, there is a high risk of transmission.</p>	3	2	6	<ul style="list-style-type: none"> <li>• Where an employee, visitor or volunteer shows symptoms of coronavirus, they will be sent home immediately and asked to follow government guidance.</li> <li>• Employees or volunteers that have needed to work within 2 metres of the person showing symptoms will also be sent home immediately and asked to follow government guidance.</li> <li>• Upon possible infection, all areas that a symptomatic person has been in need to be deep cleaned. If this is not possible, it should be</li> </ul>	<ul style="list-style-type: none"> <li>• Put up signs to remind people of symptoms.</li> <li>• Track and Trace system in place and must be adhered to at all times.</li> <li>• QR code displayed and visitors must be encouraged to use it</li> </ul>	Staff	Ongoing	-

				<p>completely vacated for 72 hours to allow the virus time to die on any contaminated surfaces or items.</p> <ul style="list-style-type: none"> <li>Public areas that a symptomatic has spent minimal time in should be thoroughly cleaned as normal.</li> <li>Cleaning staff should use disposable cloths and cleaning solutions that will kill the virus e.g. bleach spray. They must also wear appropriate PPE e.g. gloves, face masks, eye protection. They should put all clothes in the washing machine as soon as they get home.</li> <li>Waste from cleaning of areas where possible cases have been should be double bagged and held in a secure place for 72 hours before being disposed of in the black wheelie bins.</li> <li>Those who are showing symptoms, those who have shown symptoms or those who live with someone who has had symptoms in the last 14 days will not be allowed on site.</li> </ul>				
<p><b>Poor communication</b> Transmission of the virus is more likely if people are unaware of what precautions they must follow. There is also false information being circulated, especially on social media, which may confuse people as to what the guidance is and how they should act in accordance with it.</p>	3	2	6	<ul style="list-style-type: none"> <li>Communicate clearly with all staff, visitors and volunteers during the pandemic to inform them of guidance and risk assessment.</li> <li>Signage around building to inform people of the guidance and what they need to do.</li> <li>Operations Manager to monitor changes in government guidance and legislation and inform people of any changes. Explanations will also be provided of what the changes look like in practice.</li> <li>Regularly remind staff, visitors and volunteers of the requirement to stay at home if they are symptomatic.</li> </ul>	<ul style="list-style-type: none"> <li>Put up signage</li> </ul>	Staff	Ongoing	-
<p><b>Managing return following overseas travel</b> A failure to observe quarantine restrictions when returning to the UK may increase the likelihood of transmission if the person has caught the virus when overseas.</p>	3	1	3	<ul style="list-style-type: none"> <li>Staff and volunteers must follow any quarantine rules as set out by the government.</li> </ul>		Staff	Ongoing	-

\*Severity 1-3 (S) x Likelihood 1-3 (L) = Rating

Support groups (such as victim support and mental health groups) can take place in gatherings of groups of 15 (subject to capacity) in a COVID-19 secure community facility if organised by a business, a charitable, benevolent or philanthropic institution or a public body to provide mutual aid, therapy or any other form of support to its members or those who attend its meetings.

If partaking in permitted activities users of COVID-19 secure community facilities should limit their social interactions with anyone they do not live with. Whilst activities may have 6 or more people participating (where it is safe to do so and capacity permits) it is important for all parties to maintain socially distant, 2 metres or 1 metre with actions taken to reduce the risk of transmission (where 2 metres is not viable) between households. For example, use of face coverings and encouraging good hand hygiene on entering premises and throughout visit.

Continued opening up of the economy and public services is reliant on NHS Test and Trace being used to minimise transmission of the virus. In order to ensure that businesses and local services are able to remain open, we must:

- Ask at least one member of every party of customers or visitors (up to 6 people) to provide their name and contact details.
- Keep a record of all staff working on their premises and shift times on a given day and their contact details.
- Keep these records of customers, visitors and staff for 21 days and provide data to NHS Test and Trace if requested.
- Display an official NHS QR code poster so that customers and visitors can 'check in' using this option as an alternative to providing their contact details.
- Adhere to General Data Protection Regulations.