

This risk assessment is provided to outline risks of Work Experience Placement at Worcester Cathedral with including Coronavirus precautions. It is in addition to the standard risk assessment which should also be read in preparation for the visit.

On the day of your visit, a safety briefing will be given by a member of Education Department staff. With regards to coronavirus, this briefing will include:

1. Importance of good health care
2. Availability of hand sanitizer and toilets
3. How to protect each other
4. What to do if symptoms develop

Reminders of these will be given during the visit at appropriate moments.

UNDERSTANDING THE RISK ASSESSMENT

**HAZARD**: Anything with the potential to cause harm

**LIKELIHOOD**: The likelihood that damage, loss or injury will be caused by a hazard and how severe the outcome may be.

**RISK**: is considered in terms of the **likelihood** of a **hazard** occurring (rated from 1 – 5 where 1 is extremely low), and the potential **severity** of the outcome should that hazard occur, also rated from 1 - 5.

**RISK RATING**: The overall potential level of risk is calculated by multiplying **likelihood** by **severity**.

**Terms**

ULC – Undercroft Learning Centre

**Worcester Cathedral Learning Department**

**Risk Assessment – Work Experience**

| **Potential Risk** | **Description** | **Who is at risk** | **Likelihood** | **Severity** | **Risk Score** | **Actions and Controls** |
| --- | --- | --- | --- | --- | --- | --- |
| Coronavirus enters the premises | Coronavirus is brought into the Cathedral by a student or staff member of the visiting group or by Cathedral staff or volunteers raising risk of infection for users | All | 5 | 5 | 25 | Anyone symptomatic is asked not to attend/enter the CathedralAll attendees to follow social distancing rules or remain in bubblesVerbal symptom check on entry to ULC/CathedralAll to use hand sanitizer or wash hands on entry to ULC/Cathedral Signage in place on entry to remind people of good practiceSeparate entrance and exit used for education groups away from general public entrance. |
| Social distancing is not followed | Provisions to help ensure social distancing is followed | All | 4 | 4 | 16 | Signs reminding individuals of need to social distance on display on entry and throughout the ULC/CathedralEducation groups are either limited to bubbles or limited in numbers to allow for social distancing.ULC Room numbers when social distancing required:* Flexible Education space – 26
* Secondary Education space – 6
* Seminar Room – 14

Positioning of any chairs and tables for activities managed to encourage Social DistancingVerbally reminded at the start of a booking and during the booking of the need to social distanceEducation groups to follow one way system when in the CathedralEducation staff/volunteers to maintain social distancing from groups leading wherever possible.Education staff/volunteers to stay with same group as much as possible.  |
| Coronavirus transmission within the premises | Despite all efforts to restrict entry it is possible that coronavirus may enter the premises, for example through asymptomatic individuals. Procedures need to be in place to limit opportunity for infection of users | All | 4 | 5 | 20 | Guidance and instructions on social distancing are provided to attendees by Cathedral StaffGuidance and training is provided by Cathedral staff to volunteers to ensure they are confident with protocols.Social distancing is followed by all not in bubblesSeating arrangements allow for social distancingHand sanitizer is available on entry and throughout ULC/CathedralAttendees are reminded of need to wash hands regularly Attendees aged 11 or over to wear a face covering in CathedralSignage in place to remind people of good practice and to follow the Catch It/Bin It/Kill It guidanceWhere possible windows/doors opened to ensure good flow of airA record of all attendees will be taken and kept for 14 days by the school/group organiser and to be shared with NHS Test and Trace if requiredAn enhanced cleaning schedule is followed for frequently touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, equipment, teaching & learning aids and bathroom facilities. |
| Transmission through contaminated item | It is believed that coronavirus can be transmitted through handling contaminated of items or surfaces. Procedures need to be in place to limit opportunity for infection through this method | All | 4 | 5 | 20 | Where possible regular use doors kept openAll surfaces will be cleaned after use or left for 72 hoursChairs and tables provided by Cathedral will be cleaned after use or left for 72 hoursAny items provided by Cathedral will be cleaned after use or left for 72 hoursAny materials brought into the Cathedral by the group must be cleaned before use in the CathedralLimit sharing of resources and items as much as possible, and where sharing is required hand sanitizer is provided and use encouragedIndividual resources used for students for activities and workshops wherever possible.  |
| Transmission through toilets | Toilets are most commonly shared resource and opportunities for transmission are more likely | All | 5 | 5 | 25 | Toilets will be cleaned at the before and after each bookingHand sanitizer available in the toiletsUsers asked to spray clean toilets after useEntrance to toilets managed to ensure that do not become overcrowdedNo public use allowed of the ULC toilets, for education groups only during their booking |
| Administering first-aid | Close contact between an injured party and the person administering first aid increases the risk of contamination | Parties involved | 2 | 5 | 10 | First aid for students/staff from visiting group to be administered by group assigned first aider. Visiting group responsible for PPE in such circumstances.First aid for Cathedral staff/volunteers to be administered by Cathedral Vergers. Cathedral has PPE for such instances. |
| Symptoms develop during visit | If symptoms develop with any member of the visiting group or the education staff/volunteers during the visit | Any | 2 | 5 | 5 | Symptomatic individual will leave Cathedral as soon as possible and avoid contact with any other individuals.If the individual is a child from school visit then school are responsible for ensuring their safety and return to school/homeSpace is identified in the Cathedral where symptomatic children may wait for transport if requiredAll spaces used by the individual will be cleaned thoroughly by Cathedral staff. |
| Confirmed case of coronavirus in the Cathedral | If a member of the visiting group or Cathedral staff or volunteers that came into contact with the group has a confirmed case of coronavirus | Any | 2 | 5 | 10 | Education group leader will inform Director of Education as soon as case confirmed if case is with member of education party.Director of Education will inform Education group leader as soon as case confirmed if case is with Cathedral staff/volunteers.School are responsible to inform track and trace of contact details of their part members. Cathedral for the Cathedral staff/volunteers.All Cathedral staff/volunteers who were part of the visit to self-isolate for 14 days afte the visit. |
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