

**Worcester Cathedral Learning Team**

**Risk Assessment – Coronavirus and School Visits**

This risk assessment is provided to outline risks of School visits to Worcester Cathedral focused on 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 Learning Team 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

| **Potential Risk** | **Description** | **Who is at risk** | **Likelihood** | **Severity** | **Risk Score** | **Actions and Controls** |
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| 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 Cathedral  Verbal symptom check on entry to ULC/Cathedral  All to use hand sanitizer or wash hands on entry to ULC/Cathedral  Signage in place on entry to remind people of good practice  Separate entrance and exit used for education groups away from general public entrance. |
| 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 | Where possible Education groups to keep a “social distance” from other visitors.  Guidance and training is provided by Cathedral staff to volunteers to ensure they are confident with protocols.  Hand sanitizer is available on entry and throughout ULC/Cathedral  Attendees are reminded of need to wash hands regularly  Staff encouraged to wear a face mask where possible.  Signage in place to remind people of good practice and to follow the Catch It/Bin It/Kill It guidance  Where possible windows/doors opened to ensure good flow of air  A 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 required  An 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 open  All surfaces, chairs and tables and items used by the students will be cleaned after use or left for 72 hours  Any materials brought into the Cathedral by the group must be cleaned before use in the Cathedral  Limit sharing of resources and items as much as possible, and where sharing is required hand sanitizer is provided and use encouraged  Individual 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 before and after each booking  Hand sanitizer available in the toilets  Entrance to toilets managed to ensure that do not become overcrowded  No 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 learning team 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/home  Space is identified in the Cathedral where symptomatic children may wait for transport if required  All 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 Learning as soon as case confirmed if case is with member of education party.  Director of Learning 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 members. Cathedral for the Cathedral staff/volunteers.  All Cathedral staff/volunteers who were part of the visit to self-isolate for 10 days after the visit. |

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| **Date Risk Assessment Completed** | September 2021 |
| **Review Date** | September 2022 |
| **Owner** | Director of Learning and Community Involvement |
| **Signed** | A picture containing shape  Description automatically generated |