

SOUTHWARK

◆ CATHEDRAL ◆

Risk Assessment for the Cathedral Learning Centre during the Coronavirus Pandemic

Job/activity or area	Resuming school visits in the Cathedral and in the Susanna Barford Room safety for visitors, staff and volunteers
Description of activity:	School visits to the Cathedral and the Susanna Barford Room: these take the form of Cathedral-based trails and classroom-based workshops. NB This risk assessment is additional and complementary to pre-existing risk assessments and policies (eg fire safety, evacuation and Safeguarding).
Significant Risks and Hazards: Transmission of the Covid-19 via contamination person to person, and via contaminated surfaces	
Persons at Risk: Staff, volunteers, visitors	
Consequences: Transmission of Covid-19 to others	
<p>Control Measures:</p> <p>General (applicable across the Cathedral site and to both Cathedral and Learning Centre staff, volunteers and visitors):</p> <ul style="list-style-type: none"> • Building thoroughly cleaned and aired before opening • Staff and volunteers in place to manage public safety within the Cathedral • Learning Centre staff and volunteers in place to manage the safety of visiting school staff, volunteers and pupils • On arrival all Cathedral and Learning Centre staff and volunteers to wash their hands for a minimum of 20 seconds with soap and hot water, drying with a paper towel • No person with Covid symptoms is to enter the Cathedral • Any Cathedral or Learning Centre staff member or volunteer who has been on site and later develops symptoms should let their Team Leader/Manager know as soon as possible. • Any Cathedral or Learning Centre staff member or volunteer who develops symptoms on site should leave immediately and contact their Team Leader/Manager/a Verger. • Enhanced cleaning provision in place throughout opening hours • Touch points sanitised regularly • Doors propped open where possible to limit touch points and improve ventilation • Toilets deep cleaned every day 	

- Additional waste collections arranged, Facilities Team responsible for removal of waste daily
- Hand sanitiser (compliant with BS EN 1500) and surface sanitiser wipes (compliant to BS EN 14476) are available in public areas
- One way route through the Cathedral with designated entrance exit points
- Signage promoting updated procedures throughout site
- Social distancing to be observed at all times and reinforced by staff and volunteers
- Main cathedral capacity controlled by Welcome Desk and Stewards
- Face coverings are mandatory for all persons in all public areas except those who are exempt:
 - People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
 - An employee in any outdoor setting where appropriate when they are acting in the course of their employment
 - Where a mask causes the wearer severe distress
 - Someone speaking to or helping anyone who relies on lip reading, clear sound or facial expressions to communicate
 - Children under the age of 11

Visiting school staff, volunteers and pupils:

- All adults, and children aged 11 or older, should wear masks in all public areas of the Cathedral except in the Susanna Barford Room. There may be pupils who are exempt from wearing a face covering and so visiting schools are responsible for ensuring pupils who are **not** exempt adhere to this mandatory guidance.
- On arrival, school staff should ensure that pupils and accompanying adults wash their hands for a minimum of 20 seconds with soap and hot water, drying with a paper towel.
- Toilets are designated for school use, are cleaned regularly and are not used by more than one school per day.
- School details and the date/time of their visit will be retained as usual and may be used for the purposes of track and trace. Individual schools should retain details of the children and adults present for this purpose.
- If any member of the visiting school group (including adults) develops symptoms after visiting the Cathedral, they should contact the Education Officer.
- If any member of the visiting school group develops symptoms on site, the affected person (and an accompanying adult, if appropriate) must leave public areas; the Education Officer must be informed and school staff should arrange for the affected person to leave the site as soon as possible.
- Children will be assigned to groups of no more than 15, unless a larger group is specifically requested by the visiting school. Appropriate distancing will be maintained between groups.
- The number of Learning Centre staff and volunteers working with a group will be minimised with one staff member/volunteer assigned to each group of 15 pupils. The visiting school must ensure that (as per our usual terms) they provide sufficient ratios of accompany adults to groups.
- Usually, only one school will be in attendance at the Cathedral and/or Learning Centre at any given time. Where visits (such as Experience Days at Christmas and

Easter) may involve more than one school, a separate risk assessment will be conducted and shared with schools.

- Where face coverings have been used on the journey to the Cathedral and/or will be used during the visit to the Cathedral/Learning Centre, it is the responsibility of the school to ensure that these are put on and removed safely. It is also the school's responsibility to provide these, if a pupil does not have their own.
- In the Learning Centre – where our classroom-based workshops are taught – in order to provide side-by-side seating, workshops which make use of tables are limited to 15 pupils. We can accommodate 30 pupils in our Clergy Hotseat sessions.
- Schools may bring their own pencils and pens. However, all Learning Centre stationery and other classroom equipment will be allocated to a specific group/bubble. It will be sanitised after use and will then not be used for a period of 72 hours.
- It is requested that schools undertake their own risk assessment and provide a copy for the Learning Centre prior to their visit.
- Use of our lunch space may not be possible due to increased cleaning requirements. Possible use of the lunch space must be discussed with and (where use of the space is possible) approved by the Education Officer **in advance** of the visit.
- On arrival, visiting groups will receive a verbal briefing which will include Covid 19 aspects.

Risk assessment completed by:	L Bewick
Approved by:	A Nunn (Chair of Trustees)
Date completed:	21.09.2020
Review date:	31.12.2020

Review Table

Date	Actions	By whom