

Risk assessment: Chapel

Company name: Clare College Assessment carried out by: Nicola Robertson

Date assessment was carried out: 04/11/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contamination from COVID 19	Everyone attending, contamination from COVID 19.	All chapel services to be live streamed, with no congregation in attendance. To be reviewed in line with Government guidance after 2 nd December 2020.	Notify all College members	Head of the Chapel Office	Thursday 5 th November 2020	
Contamination from COVID 19	Everyone attending, contamination from COVID 19.	A track and trace system should be put in place with records being kept for 21 days	System put in place by the Chapel.	Head of the Chapel Office	1 October 2020	

Contamination from COVID 19	Everyone attending, contamination from COVID 19.	Choral singing is only permitted for small groups of professional and non-professional performers in a physically distanced and safe way.	Face coverings to be worn at all times by the Choir unless singing.	All Choir members.	Ongoing	
Contamination from COVID 19	Everyone attending, contamination from COVID 19.	Positions for the Choir will be clearly mapped out, adhering to the requirement for 2m social distancing unless in a Choir bubble.	Extra communication with Choir members to ensure they are aware of their places in Chapel.	All Choir Members, Choir Administrator, Director of Music	1 October 2020	
Contamination from COVID 19	Everyone attending, contamination from COVID 19 from touching surfaces	Antibacterial wipes to be placed in Chapel to allow all users to wipe down all touch points, surfaces and benches.	Regular reminders to all users	Housekeeping to provide supplies, All Choir members.	1 October 2020	
Contamination from COVID 19	Everyone attending, contamination from COVID 19 from touching surfaces	Hand sanitiser available at the entrance to Chapel. Disposable face coverings available if required. Wardens to show people to their seats.	Chapel wardens to ensure everyone entering Chapel sanitises their hands before taking their seats.	Housekeeping to provide supplies, Chapel Wardens	1 October 2020	

Contamination from COVID 19	Everyone using the Chapel, contamination from COVID 19.	Hard copies of music should not be shared between teachers and students, or between students.	Ensure everyone have their own individual copies of any music to be used.	To be communicated to all students.	1 October 2020, then ongoing.	Contamination from COVID 19
Contamination from COVID 19	Everyone attending, contamination from COVID 19.	Detailed instructions on 'consumables' suggest that services of Holy Communion can be held if specific guidance is followed, including the continued suspension of the Common Cup.	No Holy Communion services in Chapel during Michaelmas term.	Dean	To be reviewed December 2020	
Contamination from COVID 19	Everyone attending, contamination from COVID 19 from touching surfaces.	Following a large-scale use of the Chapel (services, recitals, choir rehearsals) the Chapel should be cleaned by Housekeeping prior to the next Chapel usage.	Enhanced cleaning schedule requested.	Housekeeping	Ongoing	
Contamination from COVID 19	Everyone attending, contamination from COVID 19.	Wearing of face coverings by all those attending a place of worship, including ministers, worshippers and the Choir , where there may be other people present is mandatory . There are exemptions to this, including for those leading a service and those with health, disability or other conditions. The Choir may remove their face covering to sing but must replace it immediately after.	Disposable face coverings to be available.	Head Porter	1 October 2020	

Contamination from COVID 19	Everyone attending, contamination from COVID 19 from touching surfaces.	Refreshments can only be served at tables if a café is included in the church or cathedral building.	No refreshments will be served after the service. No option to dine on a Sunday evening.	All	n/a	
Contamination from COVID 19	Everyone attending, contamination from COVID 19 from touching surfaces.	Two meter social distancing should be maintained at all times. The seating area in the Chapel should be clearly marked to ensure social distancing can be maintained.	Orders of Service will be used to mark out seating.	Chapel Wardens	Ongoing	
Contamination from COVID 19	Everyone attending, contamination from COVID 19	No public toilet facilities will be available to those using or attending Chapel.	All users of Chapel to be notified in advance	Head of the Chapel Office, Chapel Wardens, The Dean	Ongoing	
Contamination from COVID 19	Everyone attending, contamination from COVID 19	Any person feeling unwell or displaying symptoms of Covid 19 should not enter the Chapel and immediately cancel any bookings made. If a subsequent positive test result is given The Head of the Chapel Office must be notified immediately if that person has been in Chapel within the previous 14 days.	All users of Chapel to be informed.	Head of the Chapel Office, The Dean	1 October 2020, then ongoing	

Contamination from COVID 19	Everyone attending, contamination from COVID 19	Individuals with COVID-19 symptoms, those who live in a household or bubble with someone with COVID-19 symptoms, and those advised to self-isolate as part of NHS Test and Trace are not permitted to either book or enter the Chapel for 10 days.	All users of Chapel to be informed.	The Dean, The Head of the Chapel Office	Ongoing	
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/