

Risk assessment: Chapel

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

Date assessment was carried out: 22/09/2021

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
Getting to the Chapel	Everyone attending, contamination from COVID 19.	Walk and cycle if you can. Where this is not possible, use public transport or drive. If using public transport is necessary, wearing a face covering is strongly encouraged, unless you are exempt for health, disability or other reasons.	Hand sanitisers placed at entrance to Chapel.	Everyone attending Chapel.	Ongoing	
Contamination from COVID 19	Everyone using the room, contamination from COVID 19.	All Chapel bookings will be administered by the Chapel Office. All bookings will aim leave at least a 30 minute gap to allow for adequate ventilation. Chapel doors should be left open whenever possible, and at the very least in between bookings.	Ensure all bookings adhere to the new policy.	The Chapel Office	Ongoing	

Contamination from COVID 19	Everyone attending, contamination from COVID 19.	All singing, organ and harpsichord teachers will be added to agreed list of personnel who have access to College for teaching purposes.	Porters to be provided with list of agreed personnel	The Head of the Chapel Office	1 October 2020	
Aerosol or droplet transmission of Covid-19	Everyone attending, contamination from COVID 19.	Choral singing is permitted but congregation strongly encouraged to wear face coverings at all times. Congregation size limited to 75 initially, to be reviewed later in the term. Choir to take twice weekly lateral flow tests. Robing to take place in A1, not Antechapel. Consider if a booking system is needed for specific events/services.	Disposable face coverings made available. Notice at entrance to Chapel. Booking system to be set up if necessary.	All users of Chapel/ Head of Chapel Office.	Ongoing	
Surface transmission of COVID-19	Everyone attending, contamination from COVID 19 from touching surfaces	Hand sanitiser to be placed on the table in the Antechapel. All surfaces should be wiped down in between any use of Chapel (music stands, door handles, light switches, benches etc). The College will provide wipes for this purpose.	Everyone entering Chapel sanitises their hands before taking their seats and wipes down touch points in exit.	Housekeeping to provide supplies, Chapel Wardens	1 October 2020	
Surface transmission of COVID-19	Everyone using Chapel, contamination from COVID 19.	Hard copies of music should not be shared between teachers and students, or between students. Single-use orders of service will be printed for each service, people asked to sanitise hands before picking one up, and requested to take these home with them.	Ensure everyone has their own individual copies of any music to be used and enough service	To be communicated to all.	1 October 2020, then ongoing.	

			booklets are available for each service.			
Contamination from COVID 19	Everyone attending, contamination from COVID 19 from touching surfaces.	Use of the Chapel's keyboard instruments (main organ, Snetzler chamber organ, piano, harpsichord) is strictly only permitted by the Director of Music, Clare organ scholars, and Clare's instrumental and singing teachers. Permission must be sought by others if they wish to use any of the keyboard instruments.	Explicit instructions with regards to the use of the college instruments will be issued.	The Head of the Chapel Office, Director of Music	1 October 2020	
Contamination from COVID 19	Everyone attending, contamination from COVID 19 from touching surfaces.	Following a large-scale use 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 will be strongly encouraged. There are exemptions to this, including for those leading a service and those with health, disability or other conditions.	Disposable face coverings to be available.	Head Porter	1 October 2020	
Contamination from COVID 19	Everyone attending,	No public toilet facilities will be available to those using or attending Chapel.	All users of Chapel to be	Head of the Chapel Office,	Ongoing	

	contamination from COVID 19		notified in advance	Chapel Wardens, The Dean		
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 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	
Visitors are unclear on requirements for attending chapel or anxious about attending.	Everyone attending	Update website, and any relevant social media with information for visitors. Communicate details on requirements or requests such as bringing a face covering and options for those who may be anxious. Consider specific advice for those who may struggle with continuing restrictions, such as those who are deaf or hard of hearing, or visually impaired.	All Chapel users	The Dean, The Head of the Chapel Office	Ongoing	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

