

Risk Assessment

Area being assessed: All Cathedral areas and activities specific to our volunteer groups	Date of assessment: 2017
Assessor's name: Kerry Vernon (KV)	Review date: 2018

Who is at risk: All volunteers groups

Related documents: Emergency Procedures, Quick Guide to Health & Safety, Fire Plan, COSHH certificates, Ladder register, Manual Handling Risk Assessment

Main risks: The main risks are manual handling of heavy equipment and gardening equipment – the specific risks/items are listed below in more detail.

Volunteer's responsibilities:

What are the hazards and how can people be harmed?	Initial Risk level S & L	Actions to mitigate	Revised Risk level S & L
Slips, trips & falls – uneven and differing floor levels. Sprains, fractures, broken limbs	3 x 3 9	Use handrails when on stairways Take extra care when wearing cassocks/robes Wear sensible footwear Areas to be extra vigilant: North Transept, Elder Lady Chapel, North Quire Aisle, Eastern Lady Chapel, Berkeley Chapel, South Transept, South Quire Aisle and the Cloister	2 x 3 6
Manual handling Strains, pulled muscles, back injury, RSI	2 x 3 6	Where required, seek Duty Verger support, if unable to safely carry/move items. Items stored suitably, not at height Wear sensible footwear and other protective gear, e.g. PPE and gloves as required Assess individual capability and whether it's feasible to lift/move the load without causing injury.	1 x 3 3

		<p>If safe to continue, ensure load is suitable to push/pull and move or lift if necessary, use manual handling aids, do not carry long distances, and take breaks. Work as a team as required and ensure multiple people assist for larger items, minimise the manual handling required, take extra care.</p> <p>Specific examples:</p> <p>Gardeners – heavy gardening equipment, lawn mowers, strimmers, etc.</p> <p>Flower ladies – heavy displays including flowers and equipment</p> <p>Shop helpers – high risk. Heavy deliveries and boxes</p> <p>Bell ringers – see separate Risk Assessment</p> <p>Children’s church group – minimise lifting children, play equipment and mats, take general care</p> <p>Coffee helpers – urn heavy and hot – be vigilant when carrying down the cloister stairs. The Cathedral will be purchasing new equipment to minimise injuries for coffee helpers</p> <p>Other groups – always take extra care and ask for support as required</p>	
<p>Working at height</p> <p>Falls, broken bones, fractures, sprains</p>	<p>2x 3 6</p>	<p>Avoid where possible</p> <p>Notify Duty Verger for support and ladder choice – ladders must be tied in or levelled on a level surface. Do not brace ladders with foot.</p> <p>If feeling unwell / on medication, do not work at height</p> <p>Only cathedral approved ladders or platforms to be used. Other objects or furniture (e.g. chairs) should not be used.</p>	<p>2x 2 4</p>
<p>Incorrect use of equipment – leading to various injury</p> <p>Electric shocks</p> <p>Cuts and eye injuries</p> <p>Burns/scalds</p>	<p>2 x 3 6</p>	<p>Read equipment instructions to ensure safe use</p> <p>All electrical items must be PAT tested, new equipment to be purchased as required. Volunteers should give equipment items a visual check before use and report to the Vergers if it seems unsafe. Request new equipment from Vergers as required.</p> <p>All equipment must be serviced/maintained, unsafe equipment to be disposed of safely</p>	<p>1 x 3 3</p>

		<p>Strimmer's - use of protective clothing is required at all times. Petrol for the motor mower must be stored safely in a locked container and should only be used after training on the controls.</p> <p>Urn - wear protective clothing/gloves and only carry if you're able to do so</p> <p>Chemicals – Holy Dusters be aware of COSHH certificates, seek advice from Vergers as required</p> <p>Heaters/fans – do not cover or leave turned on when unattended</p>	
Lone working and personal safety	2 x 2 4	<p>All volunteers are required to sign in/out for their shifts and wear a lanyard (from Vergers cubby hole)</p> <p>Use radios to alert Duty Verger of any issues</p> <p>Notify Duty Verger where you are working in the building alone</p> <p>Report if feeling unwell</p>	1 x 2 2
Aggressive behaviour Volunteers assaulted (minor to major injury)	2 x 2 4	<p>Read and follow the Emergency Procedures</p> <p>Panic button available in the shop – linked to Vergers</p> <p>Radio Duty Verger / staff support in first instance</p> <p>Go to place of safety</p> <p>Police will be contacted by the Vergers in serious incidents</p>	2 x 2 4
Safeguarding – young children and vulnerable adults	2 x 2 4	<p>Ensure you stay in public areas with children / vulnerable adults</p> <p>Alert Vergers via radios if you see any unaccompanied children / vulnerable adults</p> <p>Toilet visits – if needed, adults with supervisory responsibility should escort the children, volunteers should not do this (see Safeguarding policy)</p> <p>First aid to be administered by Vergers, if a medical emergency, contact the Duty Verger</p> <p>Report any concerns in the event of a safeguarding disclosure or if there are any concerns about behaviour, as per the Safeguarding policy, to the Chapter Clerk</p>	2 x 2 4

<p>Transport and site – specifically the cloister car park and College Square</p> <p>Injury from vehicle</p>	<p>2 x 2 4</p>	<p>Remember this is a school site. Avoid entering/leaving the site during school reception and break times where possible – 8.15–9.15am and 3-4pm.</p> <p>Take extra care and drive slowly at all times, be mindful of pedestrians, particularly children</p>	<p>2 x 1 2</p>
<p>Fire / emergencies</p> <p>Smoke inhalation, burns, scalds</p>	<p>2 x 2 4</p>	<p>Read the Emergency Procedures and refer to the Quick Guide to H&S which includes details about fire and emergency evacuations</p> <p>Familiarise yourself with the fire exits and extinguisher locations – also the sound of the fire alarm (practise drill to be arranged)</p> <p>Events/services: If candles used, they must be fully extinguished at the end of the event. Be aware of candle safety, e.g., tilt unlit candle when lighting – Servers</p> <p>Servers/singers: Ensure candle load not too heavy, it is safe and secure and hair is tied back</p> <p>Vergers and Servers to monitor candle use</p> <p>Vergers and Stewards in place to direct evacuation if required – alert if there is a problem</p>	<p>2 x 1 2</p>
<p>Minor/major injuries</p>	<p>3x2 6</p>	<p>Contact Duty Verger in first instance who is a trained first aider. Chrissie Graham and Tim Pople are trained in paediatric first aid. De-fibs are kept in the Gatehouse and with the Vergers. First aid boxes are in a number of locations; main Cathedral, café, Gatehouse.</p> <p>Contact 999 in the event of a serious / life threatening injury / medical emergency</p> <p>Refer to the Quick Guide to H&S for first aid box locations and De-fib locations.</p> <p>Ensure accident book is updated in the event of an accident/injury</p>	<p>3 x 1 3</p>

How to use this assessment:

This Risk Assessment (RA) has been completed on the date above and has taken into account all known hazards including the relevant control measures required to eliminate any future risks at this time. All RAs need to be reviewed on an annual basis however this is also the case following any near misses or accidents that occur as it may be necessary to introduce new and improved control measures. If in doubt, report any instances and/or ask for support (Beccy Slowgrove & Andy Webb).

Risk Matrix (To generate risk level)

3 Major injury or death	3	6	9
2 Injury requiring medical treatment	2	4	6
1 Minor or no injury	1	2	3
Severity ↑ Likelihood →	1 - Exposure to hazard very rare	2 - Occasional exposure of few employees / volunteers	3 - Regular exposure of several employees / volunteers to hazard

Risk Actions: (To identify what action needs to be taken)

Risk Score	Action
High Risk 7-9	Do not commence activity until interim controls are agreed and implemented
Medium Risk 4-6	Review on change of process or if circumstances change. Provide additional training, supervision and monitoring if necessary
Low Risk 1-3	12 months review. No real changes in procedure required to reduce risk further