



**Risk Assessment for the reopening of York Minster for specified Services/activities.  
COVID-19**

<b>Job/ Activity or Area:</b>	<b>York Minster Sacred Space, Private Prayer.</b>
<b>Description of Activity:</b>	<b>York Minster open to admit public for private prayer</b>
<b>Significant Risks and Hazards:</b>	
Transmission of the Coronavirus (Covid-19) via contamination person to person, and via contaminated surfaces.	
<b>Persons at Risk:</b>	
Congregation/visitors to the Minster. Members of Clergy Minster staff/volunteers	
<b>Consequences:</b>	
<ul style="list-style-type: none"> <li>a) Transmission of Corona virus to others, the wider implications of this are detailed elsewhere on numerous platforms and risk assessments.</li> <li>b) Potential risk of harm to the reputation of York Minster.</li> </ul>	
<b>Control Measures:</b>	
<p><b>To be read in conjunction with all other relevant safety and security risk assessments. The current risk assessment of covid infection at the Minster is HIGH.</b></p> <p><a href="#">..\..\Staff attendance York Minster COVID 19 Phase 1 opening risk assessment General.doc</a></p> <p><b>General Guidelines and principles.</b></p> <p><b>MINSTER STAFF HAVE BEEN BRIEFED AS FOLLOWS:</b></p> <p><u>Staff have been asked not to attend the workplace if suffering from any symptoms. Self-isolate at home and follow government guidelines. This applies to members of Clergy,</u></p>	

staff, volunteers and as far as it is possible, members of the public attending the Minster.

- The virus may remain active for up to 72 hours.
- Rooms, offices, corridors and other common spaces will be regularly cleaned by cleaning staff, but all staff and volunteers will need to take responsibility for maintaining a clean and safe work environment.

#### **YOU MUST**

- Wash hands every 30 minutes, with soap and warm water, for at least 20 seconds.
- Clergy to wash hands immediately before and after the service.
- Use hand sanitiser, masks, gloves, visors and other safety equipment as directed.
- Observe Social Distancing guidance (currently 2 metres) at all times (other than when it is impossible to do so, e.g. a compact space, or moving heavy objects).
- Operate clear desk/surface principles in all offices and other areas.
- Wipe down and sanitise keyboards, computers, telephones and other equipment after each usage.
- Regularly wipe down and sanitise door handles, light switches, railings key pads and other commonly used surfaces.
- THINK about how wipes, tissues and other products are disposed of. Used tissues should be bagged and placed in the bins provided.

#### **YOU MUST NOT**

- Share books, hymn sheets, readings, pens or any other personal items.
- Clergy must only use personal issue microphones which should always be used
- Touch surfaces unnecessarily.
- Invite any person to enter a building, office or zone unless expected. Keep face to face conversations other than with duty staff members to a minimum and if possible record the name of the person spoken with. (Subject to GDPR).
- Share desks other than where it is unavoidable. If it is unavoidable, all surfaces should be sanitised **before and after** usage with particular care taken of keyboards and telephones. Drawers should be kept empty.

#### **METHOD – PRIVATE PRAYER**

- The arrangements for the public attending the Minster for private prayer are in accordance with prevailing government guidelines and legislation relating to Covid-19.
- Signage offering advice and promoting the current social distancing and other necessary information is displayed on the approach to the Minster and in the Nave
- Sanitising/hygiene stations will be placed at the public entrance. PPE and face masks will be made available and worn by Clergy and staff subject to prevailing

government guidelines.

- A member of Minster staff will be present at the entrance together with a Minster Police Officer to help promote socially distanced queueing if necessary.
- Visitors/congregation to enter the Minster by the North West door.
- All Visitors are expected to maintain the prevailing government social distancing guidelines. The current rules require a minimum of 2 meter separation.
- A large proportion of the Nave has been made available for the public to comply with government guidelines on the numbers permitted into the building at any one time.
- Seating has been arranged to promote social distancing.
- A one way only system is in operation with signposts and floor markings to guide visitors to the seating area and the exit door. Sufficient Minster staff will be on duty within the Nave to promote social distancing and other health & safety arrangements.
- Exit will be via a different door to the entrance. Currently it is the South Transept door, a further member of staff will be present at this door.
- The capacity of the Minster during this period has been reduced to a maximum of 250 persons.
- All readings to be printed on a sheet of paper and left on the lectern.

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- **Members of clergy may remove visors/masks when leading prayer from the altar.**

#### **GENERAL ARRANGEMENTS**

- Photography is not permitted.
- Crossover area of the Minster to be cordoned off using ropes and barriers leading to the South Transept door exit.
- The public toilets will not be available to visitors other than for EMERGENCIES and when a member of staff is available for escorting purposes.
- Mourners to be advised to avoid public transport when travelling to and from the service if at all possible.
- Communal hymn books, bibles, orders or other shared literature has been removed.
- No hymn singing.
- Candles may be lit but no cash may be received.
- Contactless 'giving points' will be made available in selected locations.

#### **SAFEGUARDING**

**If you are concerned about someone's immediate safety, contact the police on 999, or via**

**Minster Police**

- All staff, volunteers and managers are reminded that the Minster standards on safeguarding continue to apply.
- The Covid-19 lockdown has had a disproportionately detrimental effect on the vulnerable, those suffering from mental ill-health and increasing the potential for domestic violence.
- All should remain vigilant and be aware that vulnerable persons may take the opportunity to attend the peace of the Minster for private prayer.
- Members of staff and volunteers returning to the workplace may also be feeling anxious and concerned for their safety and that of their families.
- Further advice and contact numbers may be found by following the below link:  
<P:\Health & Safety System\10 COVID Risk Assessments\Safeguarding\Safeguarding contacts and resources.docx>

**Risk of Covid infection is currently HIGH**

**Residual Risk after controls in place:**

**Likelihood: Low Severity: Low L x S = L (acceptable)**

<b>Date completed:</b>	Friday 12 June 2020
<b>Review date:</b>	Initially RA to be reviewed weekly pending further developments.

Review Date	Actions	By whom
18.06.20	Additional Safeguarding section added. Clergy remove face protection when leading prayer.	MSu
22.06.20		MSu