



Christ
Church
Cathedral
Dublin

The Cathedral of the Holy Trinity
Founded c.1030

Christ Church Cathedral
Christchurch Place,
D08 TF98, Ireland

Tel +353 (01) 677 8099
welcome@christchurch.ie

christchurchcathedral.ie

HEALTH AND SAFETY RISK ASSESSMENT YEAR 2021

CHRIST CHURCH CATHEDRAL DUBLIN

*Compiled by Daire Daly in the capacity of Health and
Safety Officer.*

HEALTH AND SAFETY POLICY

Christ Church Cathedral is committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 and other associated legislation. We are committed to fulfilling our statutory obligations to manage and co-ordinate workplace Safety and health and ensuring, so far as is reasonably practicable, that:

The safety statement is maintained and updated, risk assessments are carried out and reviewed as requires and brought to the attention of all employees.

Identified proactive and preventive measures are implemented and maintained.

Improper conduct likely to put an employee's health and safety at risk is prevented.

Safe plant and equipment are provided

Safe systems of work are provided

Risks to health from any article or substance are prevented

Appropriate information, instruction, training and supervision are provided

Where hazards cannot be eliminated, adequate arrangements, including the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury.

Emergency plans are prepared and revised

Welfare facilities are provided and adequately maintained

Competent personnel to advise and assist in securing the safety, health and welfare of our employees are employed when required.



HEALTH AND SAFETY RISK ASSESSMENT EVALUATION CHARTS

The following charts are employed in determining the severity and probability of an incident occurring:

	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	5	10	15	20	25
Likely (4)	4	8	12	16	20
Possible (3)	3	6	9	12	15
Unlikely (2)	2	4	6	8	10
Rare/remote (1)	1	2	3	4	5

Rare/remote (1)		Unlikely (2)		Possible (3)		Likely (4)		Almost Certain (5)	
Actual Frequency	Prob- abilit y	Actual	Prob- ability	Actual frequenc y	Prob- abilit y	Actual Frequency	Prob- abilit y	Actual Frequency	Prob- abilit y



		Frequ enc y							
Occurs Every 5 years Or more	1%	Occur s Every 2-5 year s	10%	Occurs Every 1-2 years	50%	Bio- monthl y	75%	At least monthl y	99%

Probability:

When evaluating the probability/likelihood of an accident, a factor that will modify the likelihood category is exposure.

Exposure is a measure of how often or how long a person is actually exposed to a hazard, e.g.:

Very rare - Once per year or less

Rare - Few times per year

Unusual - Once per month

Occasional - Once per week

Frequent - Daily

Continuous - Constant

Severity:

5 - Extreme – Death / Life-changing

4 – Major - Normally irreversible injury or damage to health requiring extended time off work to effect best recovery

3 – Moderate – Typically a reversible injury or damage to health needing several days (3) away from work to recover. Recovery would be full and permanent (light duties).



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2- Minor - Less than three days absent return to work and full duties.

1- Negligible - Would require first aid and may need the remainder of the work period or shift off before being able to return to work.

If the position of the danger adds to the consequences in the event of an accident happening, then the added consequences must be taken into consideration and the consequence rating increased. When making a risk assessment all aspects of likelihood and consequences should be taken into account. The interrelated parameters of likelihood and consequences can easily be presented on a simple risk assessment matrix.

When developing risk control strategies any item with a high rating should be addressed first. Using the matrix it would be normal to develop a list of hazards with highly rated hazards to be tackled first at the top of the list. When a risk assessment has identified a hazard as having unacceptable risks we have to put in place control measures to eliminate the risk or reduce the risk to an acceptable level.

In summary, a risk assessment needs to be reviewed on an annual basis in order to identify the hazards also to identify the personnel at risk and the likely effect. Ensure current controls are documented assessing the risk and recommending further controls. Take steps to implement any improvements and assign responsibilities.

Employer:

Church of the Holy Trinity, Christ Church Cathedral Dublin.

Christ Church Place, Dublin 8, D08 TF98, Dublin, Co. Dublin – IE.

Registered Charity: CHY 4271

Dean of Christ Church: The Very Revd. Dermot Dunne.

Contact Methods:

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This Health and Safety Risk Assessment should be read in conjunction with the following documents:

Christ Church Cathedral's COVID-19 RISK ASSESSMENT

Christ Church Cathedral's MANUAL HANDLING RISK ASSESSMENT

Christ Church Cathedral's STRATEGIC EMERGENCY MANAGEMENT

Christ Church Cathedral's SAFETY STATEMENT

Christ Church Cathedral's STAFF HANDBOOK

Please note as a result of the Covid-19 global pandemic the CCC Covid-19 Risk Assessment was introduced and must be used in conjunction with this document and where applicable supersedes this document. Please contact CCCHSO (Cathedral Health and Safety Officer) daire@christchurch.ie with regard to any queries or clarifications required.

Introduction

The intention of this Risk Management Assessment is to provide our Cathedral with a structured system for;

1. Identifying hazards,
2. Assessing risks associated with those hazards,

3. Putting in place measures to control the unacceptable risks
4. To review the control measures to ensure they are effective and have not introduced new hazards.

The Benefits of Risk Management:

Reduction in Serious injuries and Fatalities.

The reduction in material and property damage.

Effective job completion.

Prevent accidents / incidents

Legislative requirements (2005 SHWW Act)

Framework against which to audit

Identify steps to reduce risk of ALARP (as low as reasonable possible)

Ranking for prioritizing action.

Risk Assessment asks:

What are the Hazards?

What are the potential consequences and effects and are these acceptable?

What is the likelihood of these consequences and effects occurring?

Are the safeguards and controls adequate to maintain the risk as acceptable?

Furthermore

The degree of detail in the risk assessment would need to be proportionate to the risk. Employers are not expected to anticipate risks that are not foreseeable, so the risk assessment should only include those risks that the employer could reasonably be expected to know. The risk assessment should:

Address any significant hazards and risks,

Apply to all aspects of the work, including shift and night work and to employees who work away from the main workplace.

Cover non-routine as well as routine operations (for example, occasional maintenance tasks).

RISK HAZARDS IDENTIFICATION

Types of Hazard

Physical Hazards:

Manual handling, working at height, equipment, slips, trips, falls, fire, electricity, internal transport, hand tools, MEWP, housekeeping...

Health Hazards:

Noise, dusts, lighting, vibration, radiation, extremes of temperature, ergonomics...

Chemical Hazards:

Hazardous chemicals and substances - Acid / Toxic substances/ Irritant cleaners- common cleaning materials can cause localised burns and skin complaints.

Biological Hazards:

Viruses - bacteria, fungi, Hospital's, Farms, Labs.

Human Factors - Young workers, pregnant employees, violence, lone working, Stress, Bullying and harassment.

Risk Assessment – Three Types:

Generic – Area Based.

Systematic – Task Based (continuous)

Dynamic – Task Based (one-off)

When evaluating a risk assessment both the potential severity and probability of an event happening, should be considered. Judging how likely it is that something will happen or what its potential consequences are, is not an exact science therefore one can only make a 'best estimate' on the information available.

Risk assessments will be carried out in consultation with employees, having reviewed the workplace and work practices, both identifying the hazards that exist and assessing the risks arising from the hazards.



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Where additional controls are required to avoid or reduce the risk, they will be identified on the risk assessment action list and shall be implemented by a responsible person.

Every reasonable effort will be made to give priority to the implementation of those hazards of most concern.

Where the necessary competence to carry out a particular risk assessment is not available is not available in-house, additional expertise shall be obtained.

When a process, task or activity significantly changes or a new one is introduced:

- A. The existing risk assessment will be reviewed/amended as required.
- B. A new Risk Assessment shall be carried out.
- C. This will be done in consultation with the employees.

Action List:

Following the completion of the Risk Assessment, an action list was generated. This is a list of controls identified during the Risk Assessment process that are required to be implemented in order to reduce the risk of accident/ill health in our workplace.

You Should:

1. Assign a responsible person to complete each task.
2. Assign a realistic goal date and the resources required to carry out each action.
3. Follow up to ensure satisfactory completion

You can complete this action list by printing and filling it out by hand or you can return it to the 'Manage Action Plan' and complete it online.

GENERAL HAZARDS

Electrical Hazards

Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries to our employees, vendors and/or visitors.

Current Controls

All new electrical installations and all extensions are tested and certified as safe, by a competent qualified electrician.

Electrical installations are checked regularly by a competent qualified electrician.

Testing, Certifying and repairs are carried out in accordance with the appropriate E.T.C.I. (Electro-Technical Council of Ireland) Standards.

Enclosures/covers are in place to prevent contact with live electrical equipment/parts.

Damaged extension leads are repaired or removed from use.

Means of cutting off power (e.g. fuses, trip switches) to electrical installations and equipment are provided and employees are aware of their location.

Work on live electrical equipment is avoided where practicable.

All circuits supplying socket outlets are protected by an RCD (Residual Current Device).

Operation of the RCD Is tested regularly in accordance with the manufacturer's instruction.

Fire extinguishers that are suitable for fighting electrical fires are provided.

Electrical equipment and fittings are suitable (e.g. Suitable IP-rated for protection against water or dust; EX-rated. Refer to E.T.C.I. standards for the work environment.

Where electrical portable equipment is subject to ongoing wear and tear, they are inspected and tested.

Any scorch marks associated with an electrical appliance or electrical wiring is checked urgently by a competent person.

Electrical cable reels are uncoiled during prolonged use and when using high-power items (e.g. power-hose, large lighting circuit etc.)

Electric cables feeding/supplying outdoor events within the grounds of the Cathedral will not be allowed unless covered by appropriate ducting as set out by a competent person.

Fire Hazards

Fire can cause smoke inhalation, burns and other serious injuries to our employees, vendors and/or visitors.

Current Controls

Sources of oxygen and ignition are controlled, amounts of flammable materials are minimized and waste is removed (keep workplace clean and tidy) daily.

Fire alarm, manual call points and smoke/heat detectors are in place where necessary, kept in good working order and checked (e.g. daily and weekly checks by the user and three monthly and annual checks by a competent person) regularly.

Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside to a safe area.

Emergency lights are installed on escape routes where necessary, at and outside exits and near call points/firefighting equipment and are tested (e.g. weekly checks by the user and three monthly checks and annual checks by a competent person) regularly.

Fire extinguishers are accessible, kept in good working order and inspected regularly (both ours and vendors when events are taking place).

Employees are trained in using the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers.

Emergency evacuation procedures are in place.

Fire drills are held regularly.

Appropriate signage (e.g. assembly point), fire points is in place.

Petrol generators are not allowed.

Appropriate bins are used for the storage of refuse/rubbish.

All escape routes from catering and other units are to be kept unobstructed.

LPG on site are dealt with regard to risk control measures in the LPG risk assessments.

Appropriate fire safety training will be given to Cathedral staff.

Fire safety personnel will be in place for each and every outdoor event to complete safety audits prior to such events commencing.

All staff and Vendors must sign in and out on arrival/departing the building.

Slips, Trips and Falls Hazards

Slips, trips and falls due to spills, inadequate materials storage, inadequate lighting can cause injury's to our employees, visitors and or vendors.

Current Controls

Clear unobstructed, slip-resistant pedestrian routes (including entrances and exits) are provided and maintained.

Adequate lighting is provided and is appropriate for the work being carried out.

Absorbent materials and warning signage are available for dealing with spills.

Spills are cleaned up immediately.

Mats are properly located, fitted and secured.

Trailing cables and leads are re-routed, removed or secured.

Good housekeeping practices are in place and maintained.

Changes in levels are avoided if possible or are adequately highlighted where necessary.

Steps to Crypt and in the Nave highlighted with white paint along the edges.

Slip-resistant footwear is provided and worn where necessary.

Signage in place for North Ambulatory step.

Manual Handling Hazards

Hazard Risks – Slips, Trips and Falls Involving Bone, Joint and Muscular injuries.

Manual handling means the lifting, putting down, pushing, team lifts, pulling, carrying or moving a load which involves risk or injury due to risk factors such as: load is too heavy, large, and awkward or is carried away from the body. Load is lifted to high or carried to far/too often or involves bending and / or twisting. Inadequate space, uneven floors or steps / ramps.

Current Controls

Each manual handling task is assessed (using the risk factors) and measures put in place where needed to avoid or reduce the risks.

Techniques and protocols deployed during tasks.

Risk Assessment drawn up where applicable.



Task is organized to allow the use of mechanical aids (e.g. hoist, forklift, stair lift, gantry crane, winch, goods lift, pallet truck,) to avoid or reduce the need for manual handling.

Task is organised so that handling is carried out between waist and shoulder height.

Heavy or large or unwieldy loads are broken down into more manageable weights or seized or suitable mechanical aids/team lifts are used.

Work is planned to prevent handling over long distances or frequent repetitions.

Bending, twisting and unstable postures are avoided.

Employees receive relevant manual handling training where necessary.

Moving Furniture Hazard

Hazard Risks – Slips, Trips and Falls Involving Bone, Joint and Muscular injuries.

Has a result of both the spiritual and corporate nature of the cathedral, furniture is frequently being moved around. This involves moving the Cathedral seating very often to the centre of the Nave and supplementing the side aisles with corporate seating (stored in the storage container and the storage room in the crypt and also in the Henry Roe Room). Ideally set up and set down for such seating arrangements should be performed when the Cathedral is closed to the public or early morning, when pedestrian management is best monitored. However this is not always possible therefore it is imperative that a member of staff (preferably a Manager/Health and Safety Officer is designated to control such proceedings). Appropriate areas must be cordoned off and/or marshalled. All staff engaged in furniture arrangement should be suitably trained in manual handling (see above), and lift no load greater than what they and their manager deems acceptable. Appropriate number of staff should be rostered by the Cathedral Manager in anticipation of such operations and sufficient time designated to ensure staff feel neither rushed nor pressurized in carrying out such tasks. Save for the lightest of tasks staff should operate in at least two-person teams, whereby any mishap can be identified and dealt with immediately. Managerial monitoring must be deployed where staff are negotiating stairwells/steps to avoid trips/falls and or clutter/congestion. It is imperative (where possible) staff make use of the trolleys provided and desist from taking chairs down the stone stairwell from the Henry Roe Room as a fall could result in injury. Ideally sufficient number of chairs, should be stored at ground level, however acknowledging that storage space is at a premium at present in the Cathedral, it is suggested that the Health and Safety Officer act has liaison, where such moves are required.



Below a list of specific items and protocols pertaining to them being moved:

State and Civic Pughs

Where the President or Mayor are present at Cathedral services/functions, usually the State and/or Civic Pugh's are required. These normally are situated in North and South Ambulatory and require five able body persons (trained in manual handling) to lift and move and a lift coordinator to identify and negotiate steps and place matt under base to protect the floor tiles.

Lectern

Moving the large lecterns, is a two-person job. For if the lectern should topple on being moved it would present a very real danger of serious injury. A rope should be placed around the bottom ring and mats placed under the feet (to protect the tiled floor and aid

Movement) with one person availing of the rope to slide lectern along the other person being responsible for ensuring lectern remains stable.

Nave Altar

On occasion a Nave Altar is requires for services located in front of the Screen. The Altar that is stationed at the Chapel of Saint Laud is deployed as a Nave Altar. Although not excessively heavy, two able-bodied persons are required to lift it and a third person to identify the four steps that are on route.

Others

Any major lifts outside of the above for example the Nuremberg chest in the Treasury or the marble podium in the Nave require consultation with the Health and Safety Officer and a risk assessment must be drawn up and issued. The move must be coordinated by the Health and Safety Officer and the area cordoned off where applicable.

Chemical Hazards

Exposure to chemicals can cause fires, explosions, skin and eye irritation, cancer, ill-health and other serious injuries to our employees, vendors and/or visitors.

Current Controls



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A list of all chemicals used in the workplace must be prepared and updated.

Chemical labels (label applied to containers of dangerous chemicals to indicate the risk and precautions to be taken) and Safety Data Sheet are available for each chemical and the associated hazards of each chemical has been identified.

Employees are trained in the safe use of chemicals.

The number of employees and the exposure to chemicals is assessed and less hazardous chemicals are used where possible. Adequate ventilation is provided.

A wash hand basin, soap and disposable towels/hand dryer are available.

All chemicals are used, stored and disposed of in accordance with the Safety Data Sheet or supplier recommendations.

Eye, skin and respiratory protection (device designed to protect the wearer from inhaling harmful, fumes, vapours, and/or gases) is provided and worn where appropriate and in accordance with the Safety Data Sheet.

Chemicals must only be stored in the enclosed area outside the 'Deans Door' in a proper and orderly fashion.

Working at Height Hazards

**Note: Access to Triforium has been suspended until further notice.*

Work at height and falling objects can cause fractures, head injuries, death and other serious injuries to our employees, vendors and/or visitors.

Current Controls

Work at height is avoided where possible.

Appropriate work equipment e.g. scaffolding, mobile work platforms, scissor lifts, are used to prevent falls where work at height cannot be avoided.

Where falls cannot be prevented, work equipment e.g. safety nets, bean bags, airbags are used.

Equipment that protects all employees who work at height is used instead of equipment that only protects one employee at a time e.g. safety nets instead of safety harnesses.



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Work at height activities are planned and supervised.

Training is provided for employees who work at height.

Safe access to work at height is provided.

Work equipment is inspected regularly and defects found are repaired (e.g. safety harness checked every six months eye bolts checked annually and safety rail to bell tower ringing chamber checked annually).

Work areas at height are stable, strong and have a 1m high parapet or double rails.

The use of ladders is avoided or they are used only for light work of short duration.

Personal Protective Equipment e.g. harness is provided and employees are trained in its use.

Materials stored at height are secured (note Cathedral harness cannot be lent/given to third parties).

Work areas at height are kept clear of loose materials and material fall prevention systems are in place e.g. toe boards (Board/barrier at edge)

Workplace Transport Hazards

Contact between people/Property and moving vehicles, vehicles overturning/collapsing, people falling from vehicles or collisions can cause damage, crush injuries and other serious injuries to our employees, vendors and/or visitors.

Current Controls

Entry to the workplace is directed and controlled

All pedestrian and vehicle routes, crossing points, parking, loading and vehicle only areas are clearly marked and signposted.

All routes are kept free from obstructions. Permanent obstruction (e.g. lamp posts) are marked and protected as necessary.

People and vehicles are kept apart.

Vehicle reversing is eliminated where possible.

All work areas are well lit.

Loading and unloading is carried out in designated area away from overhead obstructions.

High visibility vests/jackets are provided and worn by people who work near vehicles.



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Visitors are accompanied and a safe area is provided for visiting drivers for loading and unloading.

Speed limits and speed ramps/rumble strips etc. Are used to control speed as needed.

A person is appointed to supervise vehicle activities on site.

Vehicles are maintained in good condition by a competent person as per the manufacturer's instructions. All works vehicles have working amber beacons/hazard lights and reversing alarms.

Dangerous parts of vehicles e.g. exhaust pipes, PTOs (Power take-off shafts) are guarded.

Raised vehicle bodies are adequately and securely propped using a prop designed to carry the vehicle weight.

Vehicles are suitable for the work and the load. Vehicles are not overloaded and all loads are secured.

Forklifts and tailboard goods lifts are tested every 12 months.

A defect reporting system is in place and defects are dealt with promptly.

Drivers check vehicles daily and report any problems.

Keys are not left in unattended vehicles.

Working at height on vehicles is avoided where possible proper access equipment (for vehicles and work at height) Proper access equipment is provided and maintained where required.

Stop blocks (a block used to prevent and authorized the vehicle from rolling backwards) or chokes are used when tipping materials.

Drivers are carefully selected persons.

All drivers are instructed, trained and authorized to drive workplace vehicles.

Driver's handbook is provided.

Driver operates vehicle at appropriate speed.

Seatbelts (where provided) are worn at all times.

Forklift truck drivers are trained.

Display Screen Equipment Hazards

Poor workstation set up, prolonged Display Screen Equipment (DSE) use poor seating posture at DSE workstation can cause neck, back, and shoulder or arm strain. Eye strain or fatigue to our employees.

Current Controls

An assessment of individual workstations is carried out.

Work tasks are varied to ensure staff are not working at their computers for long periods of time.

Employees are given information and training on the hazards associated with computer use and the steps that they can take to minimise the effect of these hazards.

Employees who use computers are made aware of their right to eye tests.

Maintenance Hazards

Unsafe maintenance activities can cause cuts, lacerations, eye injuries, amputations and other serious injuries to our employees, vendors and or visitors.

Current Controls

Only trained and authorized employees carry out maintenance work.

Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate.

Where maintenance work may involve disturbing asbestos, possible types and locations of asbestos are identified by a competent person and suitable control measures are put in place before work commences.

Maintenance employees are aware of all external gas, water and electricity cut off points.

Machines are isolated from electric, hydraulic and pneumatic power supplies before maintenance work commences.

Guards are only removed to the extent that work requires and replaced as soon as maintenance work is complete.

Adjustments to machines when parts are moving are only carried out by maintenance employees and only when machine is at a slow speed or under hold-to-run control.



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Work areas are cordoned off to exclude unauthorised access where necessary.

Workshop or storage areas used by maintenance employees are adequately lit, free from trip hazards and items are stored properly.

Hazardous areas are locked when not in use e.g. high voltage switch room.

Appropriate Personal Protective Equipment is worn by maintenance employees and they have received training in its use.

External maintenance workers report to designated person.

Tools used for maintenance are in good working order and properly guarded where necessary.

Plumbing Hazards

A plumbing chart to be drawn up and displayed in Maintenance Container. Copies to be left with Maintenance Officer and Cathedral Head of Operations, manager and Health and Safety Officer.

Storage tanks to be cleaned out and chlorinated every five years.

Thermostatic hot water heaters controls to be checked and certified every two years.

Driving for Work Hazards

Driving on the public road may result in collisions which may cause serious injuries to our employees, vendors and/or visitors.

Current Controls:

Employees have a full driver's license (valid driving license is carried and appropriate to the vehicle being driven and equipment being towed), are competent, authorised and experienced and are familiar with the vehicle.

Vehicles are maintained in accordance with the manufacturer's instructions, in a roadworthy condition and fit for use.

A driving for work policy is in place and is communicated to all employees.

The use of hand-held equipment (e.g. handheld phone or electronic device) is not allowed while driving.

Employees are trained (e.g. wearing of seat belts, speed, breaks and rest periods, use of dipped headlights during daylight hours, use of daily vehicle checklists, actions in event of collision) in safe driving practices.



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Safe practices and suitable aids (e.g. where it is safe to reverse, well-positioned mirrors, use of reversing alarms etc.) are used for reversing and aids are kept in good working order.

Adequate rest breaks are planned and taken, and adequate time is allowed for journeys, taking account of road, traffic and weather conditions.

Records are kept of driver's licenses, authorization, training, collisions, incidents, vehicle checks, maintenance, NCT/DOE and insurance.

Vehicles are parked safely and legally.

Work equipment carried in the vehicle is secured (e.g. bulkheads, roof racks, and boot) for travel.

Plans are in place for dealing with vehicle breakdown and collisions, and employees are trained.

In the event of breakdown the vehicle is safely (try to park in as safe a place as possible, avoid stopping on bends, narrow road sections or where there is reduced visibility) stopped, hazard warning lights are activated and warning triangle is used where appropriate.

Coffee Machine and Boiler Hazards

Machine is installed, used and maintained by a competent person (having knowledge, skills and experience needed) in accordance with the manufacturer's instructions and the manufacturer's manual is available.

Suitable protective devices (e.g. safety valves, pressure and temperature gauges) are fitted to steam-generating machines and adjusted by a competent person and kept in good condition.

Employees are trained in the use of the machine and the operator's manual is available.

Power to the machine is switched off before any maintenance is carried out.

Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use.

Machines with steam generation are examined at least every fourteen months by a competent person and records are kept.

Vendors on site (events held) will ensure the equipment is safe and will ensure compliance with the above controls in addition to their own legally obligated safety measures.



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Deep Fat Fryer Hazards

Working with deep fat fryers can cause scalds, burns and other serious injuries to our employees, vendors and/or visitors.

Current Controls

A complete ban on deep-fat frying exists in the Cathedral at present, however if this rule is relaxed or in the event exceptions are made the following guidelines apply.

All machines are isolated from power when not in use and especially before cleaning and maintenance.

Water is never used to put out a cooking/oil fat-based fire.

Suitable slip-resistant mats are provided and used.

Employees are trained in safe procedures for emptying using and cleaning of fryers.

Oil is allowed to cool to below 40 degrees C before draining or topping up. Oil spillages are cleaned up immediately.

Heat-resistant gloves and aprons are provided and worn. A first aid kit is in place.

A 180cm by 180cm fire blanket is in place.

Vendors on site (events held) will ensure their equipment is safe and will ensure compliance with the above controls in addition to their own legally obligated safety measures. Vendors will also ensure that a class f fire extinguisher of an appropriate size is in place for each unit, i.e. at least 6lt (or 4kg dry powder).

Gas Supply and Installation Hazards

Since the construction of the labyrinth on the grounds of Christ Church Cathedral (begun

In March 2018) no food fairs are conducted on the grounds, however where exceptions are made going forward (i.e. food stall in relation to a particular event the following applies.

The site and vendor structures may be supplied with gas from liquefied petroleum gas (LPG) from fixed tanks or transportable cylinders.

Main risk from using gas:



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Accidental release, which can lead to fire, explosion or asphyxiation.

Build-up of fume/poisonous products, e.g. carbon monoxide.

Appliances, including catering equipment and gas-powered generators, must be installed, maintained and certified by Gas Registered gas fitters. Every gas installation must be properly installed and regularly maintained so that.

Gas is efficiently burned to prevent the production of carbon monoxide.

There is good general and fixed ventilation for the appliance.

Combustion are safely dispersed to the open air.

Flues, if fitted, are properly installed and free from leaks and obstructions.

Vendors will have in their possession a gas certificate (is 820) for all such equipment is approved by the local Fire Authority I.e. Dublin Fire Brigade.

Catering units using gas-fired cooking equipment must be placed at least six meters apart from form the next unit. Other units must be at least three meters apart.

Liquefied Petroleum Gas (LPG) to be stored in secure steel cages and positioned in a safe location out of reach from the public and from impact.

Storage of LPG at each catering unit is not to exceed 75kg.

Catering units will not be allowed to be placed at or near Christ Church Cathedral buildings where they could pose a threat to the Cathedral from fire.

Fire signage is in place.

Grill/ Griddle Hazards

Working with grills or griddles can cause fire, burns, scalds and other serious injuries to our employees, vendors and /or visitors.

Current Controls

Heat resistant gloves are provided and worn.

Gas jets are kept clear

A first aid kit in place

A 180cm by 180cm fire blanket in place.



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Vendors on site (events held) will ensure their equipment is safe and will ensure compliance with the above controls in addition to their own legally obligated safety measures. Vendors

Will also ensure that a class F fire extinguisher of an appropriate size is in place at each unit, i.e. at least 6lt (or 4kg dry powder).

Handling Raw Meat Hazards

Handling of raw meat can cause infection or ill health to our employees, Vendors and/or visitors.

Current Controls

Good hygiene practices (to prevent the spread of germs that could cause food poisoning) are used when handling raw meat.

Raw meat waste is stored in closed containers.

Protective gloves are provided and worn.

Hot Objects Hazards

Contact with hot objects, surfaces and products can cause burns and scalds to our employees,

Vendors and/or visitors.

Current Controls

Ovens, radiators and piping are insulated, guards are provided or temperature is controlled.

Warning signs are in place.

Care is taken in moving hot objects around the workplace.

Heat resistant gloves are provided and worn where relevant.

Knives and Sharp Objects Hazards

Contact with knives and sharp objects can cause cuts, lacerations and amputations to you your employees and/or visitors.



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Use of knives and sharp objects is minimised and they are stored safely (e.g. safe location, knife block, blade retracted or housed in a holster or sheath).

Safe work practices are in place for the use, cleaning and sharpening of knives and sharp objects and employees are trained.

Knives and sharp objects are checked (e.g. blade seating, blade and overall condition of knife) before use, reported defects are dealt with promptly and unsafe equipment is taken out of service.

Knives or sharp objects used are suitable (e.g. blade size, type of blade, holder/sheath, rounded edges, functionality and ergonomic use) for the job.

Blades are kept sharp and replaced as needed.

PPE (Personal Protective Equipment e.g. cut resistant gloves, aprons) is provided and worn as required.

Liquefied Petroleum Gas Hazards

Exposure to liquefied petroleum gas (LPG) may result in a lack of oxygen, fire or explosions which may cause suffocation, burns and other serious injuries to our employees, vendors and/or visitors.

Current Controls

Procedures are in place for the safe use and storage of LPG and vendors and employees are trained in these procedures (e.g. how to turn off the gas supply, change cylinders (check seals), handle move cylinders, location of emergency control valve, fire and evacuation procedures).

LPG supply and all fittings (e.g. pipework, fittings, valves, regulators, flues, safety devices, extraction devices where fitted) are installed and maintained by a registered gas installer and records are kept.

LPG Master 'Emergency Control Valve' (this will stop the gas flow to all gas appliances) (ECV) is fitted and a notice is displayed showing its location and direction of shut off.

LPG cylinders are fitted with changeover valves, regulators, excess flow and back check valves.

LPG cylinders are stored (never store LPG cylinders under stairs, near emergency exits, in cellars or below ground level) on a firm surface in an upright position away from direct sunlight and ignition sources and untrapped drains.



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Emergency procedures and safety signs are displayed.

Gas jets are kept clear.

A First Aid kit is in place.

A 180cm by 180 cm fire blanket is in place.

Vendors on site (events held) will ensure their equipment is safe and will ensure compliance with the above controls in addition to their own legally obligated safety measures. Vendors will also ensure that a class F fire extinguisher of an appropriate size is in place at each unit, i.e. at least 6lt (or 4kg dry powder).

Gas Supply and Installation Hazards

The site and vendor structures may be supplied with gas from liquefied petroleum gas (LPG) from fixed tanks or transportable cylinders. The main risks from the use of gas are:

Accidental release which can lead to fire, explosion or asphyxiation. Build-up of fume poisonous products, e.g. carbon monoxide.

Appliances including catering equipment and gas-powered generators, must be installed, maintained and certified by Gas Registered gas fitters.

Every gas installation must be properly installed and regularly maintained so that: Gas is efficiently burned to prevent the production of carbon monoxide.

There is good general and fixed ventilation for the appliance. Combustion products are safely dispersed to the open air.

Flues, if fitted, are properly installed and free from leaks and obstructions.

Vendors will have in their possession a gas certificate (IS 820) for all such equipment which is approved by the Local Fire Authority i.e. Dublin Fire Brigade.

Catering units using gas-fired cooking equipment must be placed at least six meters apart from the next unit. Other units must be at least three meters Apart.

Liquidified Petroleum Gas (LPG) cylinders to be stored in secure steel cages and positioned in a safe upright positioned out of reach of the public and safe from impact. Storage of LPG at each catering unit is not to exceed 75kg.

Catering units will not be allowed to be placed at or near Christ Church Cathedral buildings where they could pose a threat to the Cathedral from fire.

Fire signage is in place.



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Vendors will take cognizance of CIEH National Guidance for Outdoor and Mobile Catering, Safety Checklists, Appendix 1, LPG June 2010.

Loading/ Unloading Hazards

Loading or unloading vehicles can cause crush, head and other serious injuries to our employees, vendors and/or visitors.

Current Controls

A designated, clearly marked, flat area is used for loading and unloading vehicles and access is restricted.

Vehicles are braked, choked and/or stabilised to prevent movement during loading/unloading.

Loads are spread evenly, vehicles are not overloaded and all loads are secured.

Lifting equipment used for loading/unloading is certified and the operator of the lifting equipment (e.g. rider operator lift trucks, tail lifts) is trained. Where it is necessary to access the vehicle or load a safe means getting on and off is provided for and measures are in place to prevent falls.

Pallets and cages are checked for defects and if damaged are taken out of use.

Loading bays are designed and located to ensure safe access.

A designated safe area is provided for drivers during loading/unloading.

Roadside loading/unloading is carried out in a safe manner ensuring suitable precautions are taken with regard to pedestrians and road traffic movements.

Microwave Hazards

Working with a microwave can cause burns, scalds and other serious injuries to our employees, Vendors and/or visitors.

Current Controls

Microwave is used and maintained in accordance with the manufacturer's manual.

Metal is never placed in a microwave.

Reported defects are dealt with promptly and unsafe equipment is taken out of use.



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Containers used are suitable for use in the microwave.

Heat resistant gloves/cloths are provided and used when handling hot containers.

Mobile Catering Equipment Hazards

Use of catering appliances (gas and electric) are installed and maintained by a competent person (see risk assessments above for gas certification).

Procedures (e.g. how to turn off power supply, changing gas cylinders, emergency cut off location) are in place for safe use of catering appliances and employees are trained.

LPG cylinders and regulators are located in the open air or housed in a fire-resistant compartment (internal LPG compartments should be built to provide 30 minutes fire protection, be adequately ventilated and only be accessible from outside of the unit).

LPG cylinders located in the open are housed in suitable cages/enclosures (to prevent unauthorised access and to ensure cylinders are stored securely and upright).

LPG cylinders are always stored upright and secured during use and when in transit.

Gas appliances are fitted with a shut –off valve and flame failure device.

Only suitable and safe (e.g. the use of double insulated portable appliances) electrical appliances are provided and used.

Catering appliances are secured or supported in the unit or stall.

Appliances are checked before use, reported defects are dealt with promptly and unsafe equipment is taken out of use.

Adequate ventilation and lighting is provided.

Fryers are fitted with an automatic, high-temperature limit device (will shut off fryer if high temperatures are reached (generally around 230 degrees C).

Catering appliances are disconnected (gas and electricity supplies disconnected and appliances allowed to cool) and made safe for transport.

Emergency procedures (e.g. contact numbers, isolating gas/electricity supply, fire safety equipment (fire blankets and fire extinguishers), and first aid) are in place and employees are trained.

PPE (Personal Protective Equipment e.g. flame retardant clothing, non-slip footwear, gloves) is provided and worn where needed.



Mobile Catering Unity Hazards

Use of mobile catering unit could result in impact with moving vehicles, fire or threatening behaviour which may cause cuts, bruises, burns or other serious injuries to our employees, vendors and/or visitors.

Current Controls

Mobile catering unit is set up, used and maintained in accordance with the manufacturer's instructions/manual (see risk assessment above for gas certification).

Employer or other relevant person is aware of the persons planned routes/locations.

Trading location is suitable (consider the traffic conditions, line of sight, overhead wires adequate parking, advance signage etc.)

Gas and electrical equipment installed and maintained by a competent person and checked regularly.

Adequate lighting (sufficient lighting should be provided to work indoors and outdoors) and ventilation is provided.

Mobile catering equipment (e.g. cable runs, LPG cylinders, lighting, tables, display equipment etc.) is set up, checked regularly to ensure that it is safe and secure and kept out of reach of the general public.

PPE (Personal Protective Equipment e.g. high visibility clothing, non-slip footwear, gloves) is provided and worn where needed.

Mobile Generators Hazards

Use of mobile generators could result in electrocution, fumes, fire or explosions which may cause burns, suffocations or other serious injuries to our employees, vendors and/or visitors.

Current Controls

Petrol generators will not be allowed. Diesel generator is used, maintained and earthed in accordance with the manufacturer's instructions.

Only trained and authorised employees operate the generator, and the operator's manual is available.



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Generator is operated outside, in a well ventilated (to prevent the build-up of carbon monoxide fumes and reduce noise) area as far away as possible from the work areas.

Generator is not overloaded (power requirements should be known and should not exceed the capacity of the generator).

Generator is fitted with an RCD (Residual Current Device).

Generator is checked (e.g. external plugs and sockets are waterproof and circuit breakers work) before use. Reported defects are dealt with promptly and unsafe equipment is taken out of use.

External cables, connections and electrical sockets are suitable for outdoor use and are routed so as not to pose a trip hazard.

Generator is not refuelled (Turn off the generator and allow to cool before refuelling or putting into storage) while running.

Noise Hazards

Exposure to noise can cause damage to our employees, vendors and/or visitors hearing resulting in temporary hearing loss, tinnitus or permanent hearing loss.

Current Controls

Noisy areas/activities have been identified (a competent person should carry out measures where necessary), and ways to reduce levels and exposure has been considered.

Warning signs have been displayed in the workplace.

Employees are advised on the risks from exposure to noise.

Hearing protection is provided and worn where necessary, especially when working with or working close to noisy equipment.

Oven/ Range Hazards

Working with ovens or ranges can cause fire, burns, scalds and other serious injuries to our employees, vendors and/or visitors.

Current Controls



Oven/range is installed, used and maintained in accordance with the manufacturer's instructions (see above risk assessments and need of gas certification).

Handles of pots/pans are secure and they do not project beyond of the hob or range.

Ladles or spoons are not left in saucepans or hotplates or rings.

Heat resistant gloves are provided and worn.

Oven is not used if the fan guard is not in place.

Reported defects are dealt with promptly and unsafe equipment is taken out of use.

Bottom hinges doors are not left open.

Stall/ Gazebo Hazards

Erection/dismantling or use of a stall/gazebo could result in collapse or being struck by falling objects which may cause fractures, head injuries or other serious injuries to our employees, vendors and/or visitors.

Current Controls

Stall/gazebo is set up (e.g. structure is weighted before placing awnings/covers, locking pins are in place, ensure awnings and covers are adequately secured, and provision is made for water runoff), used and maintained in accordance with the manufacturer's instructions/manual.

Set up and dismantling is done at ground level.

Stall/gazebo is only set up, used and dismantled in suitable weather conditions.

Stall/gazebo is checked (e.g. check ropes, frame, locking pins, tie-downs etc.) before use, reported defects are dealt with promptly and unsafe equipment is taken out of use.

PPE (Personal protective equipment e.g. non-slip footwear, gloves, high visibility clothing) is provided and worn where needed.

Standing For Long Periods Hazards

Standing for long periods can cause muscle fatigue which could result in employees suffering from back, neck and shoulder pain.

Current Controls



Suitable seating is provided by vendors where appropriate.

Rotation/break periods are provided.

Suitable footwear is worn.

Special provision for those who are pregnant.

Special provision for those recovering from injury and certified to work.

Trailer Hazards

Unsafe coupling or uncoupling and loading and unloading of a trailer can lead to a trailer rollaway and shifting and falling of loads, which may cause damage, crush injuries or other serious injuries to our employees, vendors and/or visitors

Trailer is kept in good working order and is checked (all connections are made and are in good working order, no defects) before use.

Vehicle used is capable of towing the trailer and its load, and the correct (strong enough for the weight and speed) braking system is fitted and working.

Trailer is only used by those who are trained (e.g. in hitching connections, maximum speeds, towing on slopes, tipping where relevant, driver license for the vehicle trailer combination).

The vehicle is safely stopped on level ground during hitching and unhitching, the correct hitch system is used and the controls are only operated from the correct position.

Trailer is loaded safely and not overloaded.

Loads are adequately secured (Prevent from moving e.g. restrain using straps) for transport and are checked regularly.

Working at height is avoided where possible and measures are put in place to protect against the risk of falling.

A raised trailer or trailer part is always supported with a suitable prop (e.g. hinged support bar provided on the trailer, rated axel stand) when reaching in or working underneath it.

People stand clear when opening tailgates/boards and trailer is only unloaded or tipped when on stable, level ground with nobody in the tipping zone.

Trailer is not tipped or high loads moved under or close to overhead electricity lines unless there is adequate clearance distance.

Reversing is avoided or minimised.



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Passengers are never carried on the drawbar or trailer.

Trailer is not parked on severe gradients and is chocked when needed (e.g. on slopes, when parked if no handbrake fitted, during maintenance, when tipping).

Violence, Aggression and Theft Hazards

Exposure to aggressive or violent behaviour or theft can cause personal injury, ill health and other serious injuries to our employees, vendors and/or visitors.

Current Controls

Security arrangements and systems are in place and in working order.

Lone working is avoided where possible.

Secure cash handling systems (e.g. time lock safes etc.) are in place.

Training is provided to employees on how to deal with aggression, threats and robberies.

All incidents (abuse, threat or robbery) are recorded and reviewed.

Support facilities (e.g. Counselling) are available to employees in the event of an incident.

Procedures for cash handling and transit are in place.

Workplace is laid out to minimise vulnerable areas.

Physical barriers are provided where there is an increased threat of violence.

Water Boiler (unpressurized) Hazards

Contact with a water boiler can cause burns, scalds and other serious injuries to our employees, vendors and/or visitors.

Current Controls

Boiler is filled before turning on power.

Boiler is not tilted to draw off hot liquid.

Boiler is not allowed to boil dry or boil over.

Other liquids (e.g. cooking oil) are not heated in a hot water boiler.



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Pour distance is kept as short as possible.

Drip tray is kept in position and emptied as required.

Equipment is kept in good working order, reported defects are dealt with promptly and unsafe equipment is taken out of use.

Equipment is inspected periodically by a competent person and results of inspection are kept (Reference – Plumbing).

Wet Handwork Hazards

Wet handwork may cause skin irritation, dermatitis and other serious injuries to our employees, vendors and/or visitors.

Current Controls

Employees are trained to protect their skin by drying their hands fully after tasks.

Employees are made aware of the signs of early skin conditions (e.g. dermatitis) and to notify their employer, if they develop a skin condition.

Hand cream is provided and applied to dry hands after wet handwork, where practical.

Suitable gloves are provided and worn where needed.

Using a third Party Venue Hazards

Using an unfamiliar or unsuitable venue may result in fire, crushing, slips and falls, which may cause burns, fractures, cuts, lacerations, or other serious injuries to our employees, vendors and/or visitors.

Current Controls

All necessary information on the venue is available to vendors and the venue is suitable for their needs.

All vendor employees at the venue co-operate with each other and inform each other of possible risks, to that end we will exchange safety statements with all vendors so as to ensure our requirements with regard to safety are met. Vendor employees are informed of any possible risks specific to the venue and the control measures needed. Venue emergency plans are in place and communicated to all. Venue rules and safety signs are



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always obeyed. Where relevant, adequate crowd management arrangements are in place for the event by the event organisers.

Syringes Hazards

The nature of our inner-city location results in periodic sightings of hypodermic syringes.

Current Controls

Staff are required to inform the Health and Safety Officer and/or the Fire Wardens who are trained to remove any sharps from the grounds properly whereupon the Health and Safety Officer shall present the sharps bin to the relevant authorities for incineration.

Vermin Hazards

Vermin can cause serious health issues including Wiles disease to our employees, Vendors and/or visitors.

Current Controls

All sightings of rat, mice and bats must be reported immediately to the Health and Safety Officer who shall take immediate measures to eliminate/isolate the issue appropriately, and inform all staff, vendors and visitors as the need arises.

Ensure pest control professionals perform regular checks of the Cathedral and take preventative/remedial measures where necessary.

Dead Animals Hazards

Disease and Infection Hazards

Current Controls

The Health and Safety officer shall be informed of all sightings of dead animals/birds and he/she shall dispose of such appropriately. Dying animals/birds shall be dealt with where appropriate in consultation with the ISPCA.



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CATHEDRAL BELFRY TOURS

Slips, Trips and Falls Hazards

Current Controls

The Cathedral Belfry tours consist of an eighty-six step ascent/descent along narrow winding stairwells and therefore those with issues of claustrophobia are advised by staff to refrain from taking the Belfry tour. A small walkway exists from one stairwell door to the other thirty meters above ground and subsequently people who have issues with height are also requested to refrain. Two small arched doors exist either side of the walkway requiring one to stoop and two steps down into the ringing chamber itself and therefore it is essential that staff identify such hazards at the beginning of the tour again on ascent/descent and on approach of each potential hazard. Cathedral's policy stipulates no more than twenty-four visitors can be accommodated at any one time. A lone female visitor must be accompanied by two members of staff to the belfry. No Belfry tours must take place during inclement weather.

Every Monday morning the Health and Safety Officer or a nominated person in his/her absence shall check that the bells are in a lowered position (bells are rung full circle) and that all doors are left unlocked and the lights are on. A general check of the area is to be undertaken to ensure the emergency door (leading one out to the courtyard) is unlocked.

No unauthorized persons are allowed beyond the ringing chamber. Security shall be informed on ascent to ensure door is closed behind. A second member of staff shall accompany the tour where numbers determine the need for such.

Staff reserve the right to refuse entry to the bell tower on health and safety grounds (i.e. intoxication, unsuitable footwear). No glasses or bottles are allowed. A first aid kit and defibrillator resides in the Bell Chamber at all times and checked on a weekly basis.

Working in Roof Voids Hazards

RISKS - Working in the roof voids presents a risk of slips, trips and falls. Working in confined spaces also poses a risk of head and limb injuries.

Current Controls

A confined space permit shall be drawn (where applicable) up by the Health and Safety Officer ensuring a safe plan of action is undertaken before any work commences (i.e. eliminating risk from protruding nails, rebar, trip hazards and/or broken glass, sharp objects etc.) and slip mats placed where required.

An emergency access/egress plan is formulated in the event of injury, by the Health and Safety officer in conjunction with the fire wardens.

Cathedral policy stipulates no person is to work alone in the roof voids. All persons working in the roof voids are to carry a Cathedral radio (radio check to be performed every thirty minutes) and mobile phones with the appropriate staff's mobile number on automatic dial. Hard hats are to be worn where applicable and a torch on hand in case of a power outage. Stairwells are to be left uncluttered and free of trip hazards at all times. Where dust may be excessive a dust mask should be worn.

Working on the Roofs Hazards

Working on the roof and the walkways around the roof can cause fractures, head injuries, death and other serious injuries

Slips, Trips and Falls Hazards

Current Controls

All vendors must be properly trained, licensed and insured before work on the roofs can commence. All vendors should wear suitable PPE (e.g. harnesses, hard hats etc.) and a Cathedral radio and a mobile phone fully charged with a suitable member of staff's mobile phone number on automatic dial. An emergency access/egress plan needs to be in place drawn up the Health and Safety Officer who shall inspect the area before any work commences.

As a result of trees shedding leaves in autumn resulting in drains being blocked up and leaks occurring in the Cathedral, the current Cathedral Health and Safety Officer periodically shall clear leaves and debris from the walkways on the roof. An emergency access/egress plan is in place and a fully charged radio and mobile phone is carried and radio checks performed and location stated every thirty minutes. Suitable PPE must be worn at all times e.g. boots, hard hat and harness where required.

If a person gets injured in a precarious location on the roof staff have been instructed to engage the Dublin Fire Brigade in the rescue.

Hazards From Intravenous Drug Abuse

HIV, Hepatitis and Other Blood Related Conditions

As a result of our inner-city location, encounters with intravenous drug abuse although rare do happen. On meeting resistance during such encounters, staff are required not to get involved rather to inform the Gardaí, allowing them to deal with the situation.

Lone Trader Hazards (e.g. coffee/ice cream stall)

Trader is fully licensed and insured.

Location is checked taking into account location (e.g. traffic, overhead wires, weather and lighting) before setting up.

(E.g. stalls, van, trailer unit, gazebo, canopy, market umbrella, awning) is set up, used and maintained in accordance with the manufacturer's instructions/manual.

Trading equipment (e.g. cable runs connected/disconnected, lighting, tables, display equipment, signs etc.) and displays are set up and checked regularly to ensure they are safe and secure.

Adequate lighting is provided.

Arrangements are in place for the safe handling and storage of cash.

Emergency procedures (e.g. contact numbers, isolating gas/electricity supply, fire safety equipment (fire blankets and fire extinguishers), first aid, robbery and assault) are in place and vendor employees are trained. A Cathedral radio is to remain with the vendor for the duration of his/her shift.

Vendor employees are trained to report (to employer and/or event organizer/operator/local authority)

Suitable clothing (Personal protective equipment e.g. high visibility clothing) is provided.

Archives Hazards



Plans are being formulated at present to remove specific items (artefacts, documentation and manuscripts etc.) off-site.

On completion a salvage plan shall be revised.

Display cases in Crypt have a four-hour fire resistance grade (certificates being sought at present).

Water Pipes Hazards

Burns Hazards

Hot water pipes located primarily in the Crypt.

These pipes should remain lagged and checked regularly, (where visitors and employees could potentially come into contact with them).

Erecting a Stage Hazards

As a result of the spiritual and commercial nature of the Cathedral staging is required from time to time, primarily located in front of the Nave Screen.

Staging can be categorized in two ways:

Risers Hazards

Risers comprising of meter square boards placed on interlocking meter square accommodating frames. Area should be cordoned off during set up and set down.

Equipment should be set down in the cordoned-off area positioned away from the staff not directly involved, visitors and vendors etc. Risers should be well signposted when not in use. All staging should be erected and removed as soon as possible before and after events. Measures should be put in place (signage/personnel/Cordons) to ensure staging does not present a hazard during any intervals.

Elaborate Staging Hazards

Elaborate staging should only be erected by professional and insured parties. The staging area should be cordoned off for the duration of the setup and set down and measures should be taken to ensure the staging does not pose a threat to safety during



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the intervening periods (using cordons, signage and/or personnel). Staging should not be erected whereby it impedes people's rite of passage. Care should be taken that steps to staging over 0.8 of a meter high should have a handrail attached.

Sewage Back up Hazards

On occasion the sewage pipe in the manhole outside the Crypt toilets blocks. This can result in an overspill of foul water and requires the contractor to come on-site and unblock the system using compressed air. The neck of the sewage channel running from the Crypt toilets to the public system has been enlarged as a result of the Crypt toilets upgrade at the beginning of 2019. If such blockages occur again going forward a contractor must be dispatched immediately.

Intoxicants and Acohol Hazards

Current Controls:

Alcohol Consumption Hazards

Alcohol consumption by employees at work or employees intoxicated during work is strictly forbidden, Reference Employees Handbook (Intoxicants Page 75).

Alcohol on site (for use in services and events etc.) should be kept under lock and key.

Any abuses must be reported to management immediately.

Regarding the general public:

Staff have the right to refuse admission,

Intoxicated members of the public – summon security immediately and where appropriate ring the Gardaí.

Drug Abuse Hazards

The Cathedral Handbook states clearly 'employees with side effects from alcohol or drugs consumption will be considered unfit for work and failing to adhere to the organisation's Alcohol and Drugs policy. As a result, the employee concerned may be subject to disciplinary action up to, and including dismissal.



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Smoking Hazards and Smoking Policy

Smoking on the Cathedral's premises is prohibited. Smoking is permitted only at employee's break times and at areas out of public view in a designated smoking area, provided it is safe to do so. The smoking ban applies both during and outside normal working hours.

Incident Reporting

An incident Report Form is to be filled in on occurrence of any incident comprising health, safety and welfare of all employees, vendors and visitors, including accidents at all Christ Church Cathedral locations.

Forms are available from the Incident Report Book which can be located with the Fire Log in the Chapter House Hall.

The following details must be recorded:

Name of person reporting,

Name of person/Persons involved in incident,

Details of Person/persons involved (address, telephone number, e-mail etc.)

Date of incident,

Site of incident,

Circumstances: On a separate sheet,

Details of incident and any injuries that occurred (separate sheet may be required),

Action taken/First aid administered,

Hospital taken to (if any),

Method of transport,

Time of transport,

Family and friends present,

First aider present.

Report signed by reporter,

Report dated by reporter,



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Any other information that may be relevant.

Overseas Travel Hazards

PLEASE REFER TO COVID-19 RISK ASSESSMENT FOR UP TO DATE RESTRICTIONS AND REQUIREMENTS REGARDING OVERSEAS TRAVEL.

A Health and Safety policy regarding overseas travel should be implemented.

The following hazards (not an exhaustive list) should be assessed as part of the risk assessment process.

Hazards associated with the activities carried out during the overseas visit;

Fatigue at place of work due to travel frequency, duration times, and ability to take breaks; and rest periods;

Fatigue when travelling and driving following flights;

Inability to maintain an appropriate work-life balance;

Health effects due to long haul flights;

Lone working and personal safety;

Dealing with the public;

Terrorism and security threat including kidnap;

Awareness of the culture being visited;

Unable to get access to or send communications, or to be able to summon help in an emergency;

Inability to be able to locate and/or get hold of the employee in an emergency;

Unable to access medical care (despite insurance cover some hospitals overseas will only accept cash upfront to provide treatment, even in a critical life-threatening emergency); in a country where medical care presents its own problems e.g.

Infection risks from syringes;

Climate;



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Natural disasters;
Contact with animals;
Food and drink hazards;
Transportation in country

**An internal policy regarding overseas travel should be initiated in the Cathedral*

A robust system should be put in place to manage employees overseas on Cathedral business/ sabbatical. That any risks associated with overseas travel are suitably considered and as far as reasonably practicable, controlled.

A roster should be instituted (three names and contact details of Cathedral staff) to assist any member of staff who are in difficulties and/or requiring assistance. A risk assessment should be drawn up by the Health and Safety Officer regarding any employee travelling to any area not considered low risk by the Department of Foreign Affairs.

Aspects to consider regarding Cathedral Employees Overseas Travel Policy:

Line Manager:

Ensuring that a suitable risk management system is in place and monitored adhering to the requirements of the Cathedral policy.

Ensuring that employees who undertake travel as part of their work are suitably trained and supported.

Responding to incidents and feedback which is reported by employees.

EMPLOYEES:

Completing a risk assessment in conjunction with the Health and Safety Officer (considered higher than low risk by the Department of Foreign Affairs) prior to gaining approval to travel.

Ensuring the travel arrangements are suitable, completing an itinerary and providing contact details to their line manager or nominated person prior to departure.

Contacting the Department of Foreign Affairs for any relevant travel advice.

Ensuring one has the contact details, address and opening hours of the nearest Irish embassy or consulate.



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Seeking medical advice to determine necessary vaccinations, immunization and first aid requirements.

Obtaining information on climate, culture and local information as appropriate.

Ensuring that tickets, visas and any other documentation for travel are in place.

Having a valid passport which complies with necessary entry criteria.

Ensure adequate insurance is arranged before travelling. Co-operating with the monitoring of arrangements while away and reviewing arrangements upon return.

Reporting any accident/incident to the appropriate local authority while they are away and reporting it as soon as possible using the employer's reporting process.

Local emergency telephone numbers.

Hotel/ Conference center/ church etc. emergency procedures.

Location of fire extinguishers, defibrillators and first aid etc. in hotels, conference centres, church etc.

Avoid travelling to rural or isolated places without a reliable guide.

Avoid areas where crime/unsocial activity is rife.

Ensure weather forecasts are monitored.

Carry a second mobile phone (with rostered emergency staffs numbers)

Do not assume water is safe to drink or to wash teeth/fruit etc.

Make copies of important documents (i.e. passports, visas, insurance policies, credit/debit cards etc. and emergency contact numbers).

Ensure insurance is up to date and applicable.

Both Line Manager and Employee Should Consider:

Security risks, particularly for travel to areas of political instability (no Cathedral employee should consider travelling to any area where the Department of Foreign Affairs against 'all' or 'all but essential travel')

Natural disasters and extreme climates:

Areas of endemic and epidemic disease.



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No member of staff should travel to a country or a specific area where there are legitimate concerns about personal health or safety (e.g. sectarian violence, terrorism etc.) on an official Cathedral capacity (e.g. Sabbatical, charity or mission work) without the Deans prior approval.

Ensure in-country contacts when overseas are made available where possible.

Accommodation should be booked via a reputable external event organizer (e.g. conference host) through an approved agent, or a local administrator with travel booking responsibilities: due consideration should be given to the location of the accommodation and safe travel to and from event (e.g. conference, exhibition, Eucharist, ceremony, funeral etc.)

For overseas visits, the participant must be authorized under the travel insurance provisions and be issued with an emergency contact card or other agreed means of obtaining assistance in case of an emergency. In addition to the requirements above, all other higher risk travel arrangements must be supported by a written risk assessment which covers the

Activity. It may be possible for one for basic risk assessment to be prepared which covers a number of trips to the same destination. However this must be frequently reviewed prior to departure to ensure any changes to the risk status of the destination are taken into account.

Employee Stress related Issues

Current Controls

All employees are encouraged to come forward to Human Resources, Management and the Health and Safety Officer with any stress-related issues they may be experiencing.

CHRIST CHURCH CATHEDRAL COVID-19 RISK ASSESSMENT 2021

The CCC Covid-19 Risk Assessment is to be used in conjunction with this Risk Assessment and where applicable supersedes this document. It is a living document updated on a weekly basis as the need arises and in keeping with Government regulations and advice. Reference is made to various state bodies such as NEPHET. The HSE 14 day incidence rate in Ireland is included every week. Reference is also made to the EUs European Medicines Agency and the World Health Organisation and other reputable international organisations.

Contents include

Part 1 – overview

Status

HSE 14 day report

Cc health and safety statement

Cathedral's covid-19 safety statement

Part -2 procedures and protocols

Introduction risk management assessment

HSE covid-19 guidelines for religious services (when applicable)

Faite Ireland covid-19 safety charter

What is covid-19

Vaccines

Mortality rate

Immunity

Masks

Contact tracing

Self-isolation

International travel



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Dublinia (museum adjacent to Christ Church)

Dealing with a suspected case of covid-19

Isolation room

First aid during a pandemic

Communicating with employees prior to their return to work

Safeguard protocols for employees upon their return to work

Competence and training requirements

Consultation and participation

Sunday Eucharist contact tracing

Sunday Eucharist – general, seating, congregation guidance, during service and after service completion.

Cathedral choir

Past choristers choir

Organ

Morning/evening prayer

Week day Eucharist

Evensong (cathedral choir)

Evensong (girls' choir)

Altar frontals

Fonts

Touching or kissing of objects/icons or symbols (public)

Public visitation (when applicable) – entrance, group bookings and protocols during visitation.

Fomites (contact points)

Candles

Crypt stairwell

Shop treasury

Staff

Bell ringing (when applicable) – bell ringing chamber, chamber contents and respective procedures / protocols



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Covid-19 first aid procedures

Deliveries

Emergency procedures – telephone numbers, evacuation procedures and evacuation drills

Easte disposal / refuse collection

Cathedral security

References

Confidentiality clause

Note – where a particular measure is not applicable due to covid-19 restrictions it shall be stated as such in the document.

CHRIST CHURCH CATHEDRAL STRATEGIC EMERGENCY MANAGEMENT PLAN

Christ Church Cathedral Strategic Emergency Management Plan was compiled by the Cathedral's Health and Safety Officer, Daire Daly in May of 2019. The SEMP sets out the protocols and procedures designed to implement a systems approach to any and every emergency in compliance with the Safety, Health and welfare at work Act 2005. This act requires employers to implement and revise where appropriate adequate plans and procedures to be followed and measures to be taken in the case of an emergency or situations presenting the risk of serious or imminent danger. These protocols are designed to protect the staff, public, building, property and environs of the Cathedral.

Topics covered by the Strategic Emergency Management Plan include:

First Aid,

Defibrillation,

Shock,



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Calling the Emergency Services,
Dealing with a major incident,
An encounter with death,
Fire,
Electrical Incident,
Working at Height,
Gas Emergency,
Suicide,
Illicit drug use,
Terrorist attack,
Vehicle ramming incident,
Homicide,
Rape/attempted rape,
Citizen's arrest in Ireland,
Aggressive animal,
Children,
Exotic spiders/insects,
Major weather event,
Incessant rain,
Heavy snowfall,
Tropical storm/hurricane,
Evacuation procedures,
The classes of fire,
Fire extinguishers.

CASH HANDLING

The cash handling policy was revised by management in January of 2019 and includes the following topics.



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Front of House Cash Procedures.

Till Discrepancies.

Weekly Cash Lodgement.

General Cash Procedures.

CHRIST CHURCH CATHEDRAL EMPLOYEE HANDBOOK

The bullying and harassment, health and safety, IT and internet policies apply equally to external contractors, volunteers and clergy as well as to employees, choir members and board members and will be strictly enforced by the Cathedral Board and by the Dean and Chapter. The Cathedral Staff Handbook stipulates that 'in such an environment, people and property must at all times feel and be secure'.

Such topics include:

Mission Statement

Induction

Staff Responsibilities

House Rules

Dignity and Respect Policy

Bullying Policy

Harassment Policy

Sexual Harassment Policy

Staff Training and Development

General Health and Safety Policy

Smoking Policy

Intoxicants

Criminal Convictions,

Eyesight and Display Screen Equipment (DSE)

First Aid

Manual Handling



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Security and Disclosure of Data

Right of Search

Incident Reporting

The Employee Handbook also states that the organisation requests that all employees are mindful of their personal conduct outside as well as inside of work. The organisation prides itself on its good reputation and it is the responsibility of every employee to uphold this reputation. Employees are regarded as ambassadors for the organisation and are asked to refrain from any action or activity that may prove harmful to the spiritual, cultural and business of the organization.

FIRE LOG

Christ Church Cathedral fire log 2020 it is yellow in colour and is stationed on a rack under the master map of the Cathedral in the Chapter House Hall as one enters the ladies restroom, it clearly states 'FIRE LOG BOOK 2020'.

This LOGBOOK is provided as a record of all checks, testing and maintenance conducted on fire protection equipment and all other information and certification relating to fire safety management.

The FIRE LOG BOOK should contain the following information:

Details of the fire safety manager for the premises.

Details of those with special responsibilities in respect of fire safety and first aid on the premises.

A documented plan of action to be implemented in the event of an activation of the fire detection and alarm system.

A documented plan of action to be implemented in the event of the discovery / report of an outbreak of fire.

Copies of those who have received fire warden training.

Copies of those who have received training in fire safety management.

Records of daily inspections of the means of escape and final exits.

Records of activations, including nuisance activations, of the fire detection and alarms system.



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Records of the daily/weekly testing of the emergency lighting system.

Records of the monthly/weekly user inspection of the portable fire extinguishers.

Records of testing servicing for the electromagnetic fire door retainers certification to demonstrate that the electromagnetic door locks default to open upon activation of the fire alarm and upon failure of the mains power supply.

Certification to demonstrate that the kitchen extraction systems have been professionally cleaned (not applicable at present)

An is 3218; 2013+ a12017 annex c6 certificate of servicing / testing for the fire detection and alarm system.

An is 2317; 2013+ a12017 annex c6 certificate of servicing/testing for the emergency lighting system.

Certification to demonstrate that the electrical installations comply with the electro-technical council of Ireland 'national rules for electrical installations.

Fire and evacuation form.

Lightning protection certification,

An en 361, en 358 and en 362 reg. 2007-4 work at height certification,

An is 291, fire equipment service certificate,

Copy of building plans

CHURCH OF IRELAND SAFEGUARDING TRUST

The Dean, Chapter, Board, staff and volunteers are committed to uphold good practice in the parish's ministry with children and young people.

A listing should be available at all times with the names and contact details of the members of Christ Church safeguarding panel. This list is available to anyone who has concerns, suspicions or any allegations regarding child welfare in the parish.

This listing should also include the local TUSLA Child and Family Agency office and the relevant inspector's details at Kevin Street Garda Station.

This listing is located on the notice board directly opposite the Chapter House Door.

Standard Reporting Forms are available from the Dean's office.



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CATHEDRAL SAFETY STATEMENT

As an employer Christ church Cathedral has the ultimate responsibility for the workplace and a direct influence on health and safety in our business. The health and safety policy contained in the Safety Statement outlines our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.

The following comprises the contents of the Safety Statement:

Section 1

Health and safety policy

Business/company information

Section 2

Roles and responsibilities

Persons responsible for performing tasks

Competence and training requirements

Consultation and participation

The safety representative

Contractor's responsibilities

Visitors

Accident reporting and investigation

Emergency procedures

Welfare facilities and workplace requirements

Personal protective equipment

Pregnancy at work

Young persons

Work-related stress and dignity at work



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Appendices

Forms and records

Induction register

Typical induction topics

CONFIDENTIALITY CLAUSE

The information contained in this document is intended purely for Christ Church Cathedral staff and all relevant civic officers, contractors, vendors and insurance brokers who are affected by and expected to contribute to Christ Church Cathedral's health and safety policies. Procedures and protocols contained herein must not be divulged to the general public or anybody other than those who should reasonably be expected to be familiar with this information.

Daire Daly,
Health and Safety Officer,
Christ Church Cathedral Dublin.



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CHRIST CHURCH CATHEDRAL DUBLIN

RISK ASSESSMENT



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YEAR 2021 (PART 2) ACTION LIST

Introduction

Following the completion of the risk assessment, an action list was generated. This is a list of controls identified during the risk assessment process that are required to be implemented in order to reduce the risk of accident/ill-health in our workplace.

The methods and graphs used in assessing the risk assessment matrix are included in part one of this document.

When developing risk control strategies any entry with a higher rating should be addressed first.

The risk assessment action plan was carried out in conjunction with management and therefore the following recommended remedial measures are designed to mitigate or eliminate the risks.

The following measures should be implemented:

Assign a responsible person to complete each task.

Assign a realistic goal date and the resources required to carry out each action.

Follow up to ensure satisfactory completion.



Where applicable, staff are supervised to ensure all necessary safeguards are implemented.

Issues requiring remedial action are as follows:

Structural

Location – administration office.

Repoint and damp proof administration office wall by Johns Lane. Moisture is leaking through wall where electrical wiring is present.

Risk assessment matrix rating =

Electrical issues:

Location – south roof void

Emergency light fittings need to be replaced.

Permanent voltage on defunct light fittings needs to be addressed as a matter of urgency.

Quote pending.

Risk assessment matrix rating

Location – east roof void

Emergency light fittings need to be replaced.

Permanent voltage on defunct light fittings needs to be addressed as a matter of urgency.

Quote pending.

Risk assessment matrix rating =

Location – east roof void stairwell

Attic space cabling (pyro) and fittings need to be replaced.

Risk assessment matrix rating =

Location - staff kitchen

Wiring is merely a temporary measure with a view to a kitchen upgrade.

Risk assessment matrix rating =

Location - administration office

Emergency lighting in office needs to be installed as a matter of urgency.



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Quote to be revised and forwarded.

Risk assessment matrix rating =

Location - cathedral nave

All lamp spotlights require changing as a result of non durable models being deployed.

Existing spotlights in the nave may have a detrimental effect on the dimmer system.

Risk assessment matrix rating =

Location - clearstory

Disconnect all redundant lighting in the clearstories.

Quote sought at time of this documents issue.

Risk assessment matrix rating =

Plumbing

Location – photocopying room

Storage tank to be cleaned and chlorinated

Risk assessment matrix rating =

Location – chapter house male toilet attic

Storage tank to be cleaned and chlorinated

Location – henry roe room

Risk - slips, trips and falls

Preferably staff to refrain from transferring corporate chairs up and down stairwells.

Where absolutely necessary, a risk assessment and strict supervision to be implemented for the duration of the task.

Risk assessment matrix rating =

Location – nave

Moving lectures

Safeguards and protocols stipulated in part one of this document to be strictly adhered to and supervised.



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Risk assessment matrix rating =

Location – crypt kitchen

Oven extraction system to remain dormant
(electrical wiring protruding)

Risk assessment matrix =

Location – crypt storage room

Storage to be limited to non flammable materials
(cleaning agents to only be stored in steel container).

Risk assessment matrix rating =

Location – kitchen area stairwell

No flammable materials to be stored under stairs.

Risk assessment matrix rating =

General

Archives to be free of clutter allowing emergency services access.

Plant room to remain free of clutter

Switch room to remain locked and free of clutter

Salvage plan to be incorporated in to fire safety management.

Risk assessment matrix = n/a

Location – cathedral, crypt and belfry.

Christ church cathedral guided belfry tours

Safeguards and protocols stipulated in part one of this document to be strictly adhered to,
supervised on occasion and revised when and where required.

Risk assessment matrix rating.

Location bell tower ringing chamber,
(clock maintenance platform).

Quaelifeied consultant sought to advise us on, how to proceed with suitable fall protection.

Risk assessment matrix rating =



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COVID-19

A separate Risk has been drawn up regarding the Cathedrals safeguards and protocols regarding combating the spread of Covid-19 and in dealing with a confirmed or suspected case of Covid-19. A hard copy of this document resides in the Chapter House.