

## Generic Risk Assessment for education department activities: Schools, family learning events, adult learning, Time Travelling

*Specific, other activities not covered by this will be assessed in addition where needed.*

Area Assessed: **The Minster, Archbishop's Palace, Education Garden, Trebeck Hall (for Education Department)**  
Ser No:

Assessor: Diana Ives (checked by Matt Barker)

Date: 30/1/2020

Review Date: 31/1/21

What are the hazards?	Who could be harmed and how?	What are the control measures	Risk rating	What further actions are required?	Action by whom?	Action by when?	Date done
<p>safeguarding</p> <p>Possible injury or abuse</p>	Pupils	<ul style="list-style-type: none"> <li>Volunteers receive annual safe guarding information &amp; sign annual declaration, counter-signed by church leader or similar.</li> <li>Pupils / children are never alone – always remaining part of a group and in the care of the adults who brought them. – school or carers. Schools are made aware that the Minster and palace / garden are open to the general public.</li> <li>At family events, children must be supervised by parents/ carers who brought them.</li> <li>All staff and volunteers wear team badges</li> <li>Volunteers and staff behave according to our guidelines in the department safeguarding policy, agreed with the Minster safeguarding officer.</li> <li>Schools asked to bring enough accompanying adults to supervise the children adequately. Supervising adults should remain with the children at all times unless independent activity (see below)</li> <li>Photos taken comply with photograph policy if teaching staff / carers sign consent form. Safeguarding and photo policy downloadable from website.</li> </ul>	<p>L1</p> <p>S3</p> <p>RR3</p> <p><b>MED</b></p>		DI/ MH		

Pupil lost or separated from group	Pupils Possible injury or abduction	<ul style="list-style-type: none"> <li>• Full list of schools attending large events eg TT / Year 6 days is at hand. School is responsible for holding list of individuals.</li> <li>• School is informed in initial information that they remain responsible for the safety and supervision of their pupils at all times.</li> <li>• Timetable – distributed to volunteer team and school in advance. School is requested to give each adult a copy. Spares available at Refreshments station.</li> <li>• Some school activities are ‘free range’ (eg trails etc) if staff are happy. guidelines explained beforehand re evacuation procedure and meeting points, timescales and toilet visits. volunteers / staff given instructions for supervision.</li> <li>• At family fun days, signs are up reminding carers to supervise children at all times.</li> </ul>	L1 S3 RR3  <b>MED</b>				
Road crossing	Pupils. Staff and other adults  Possible trip, slip or fall and injury due to traffic	<ul style="list-style-type: none"> <li>• Buses park on the Minster side of the road so no road crossing necessary. Instructions / map sent out in teacher packs in advance</li> <li>• Volunteers are asked to point out steps, uneven path hazards where possible.</li> <li>• Gravestones may be uneven and children should be kept away from them during lunch. Instructions in teacher pack and reminder given on the day verbally.</li> <li>• During Time Travelling some groups use the Methodist Hall as lunch venue. Where possible, a team member will be available at the road crossing, but school staff are asked to take responsibility for crossing children safely over the road and bring them back to Minster at the start of the afternoon activity. Volunteers are briefed on procedure.</li> </ul>	L1 S2 RR2  <b>LOW</b>	Gravestones are checked  Instructions	Vergers  DI/MH/HB	Annually  At event and in info for team	

<p>Movement around the Minster building</p>	<p>Pupils, staff and other adults</p> <p>Risk of injury due to trip, slip or fall or from electrocution</p>	<p>NB: Separate risk assessment for tower tours supplied by guides / stewards leading.</p> <ul style="list-style-type: none"> <li>• The stone floor is sound with no apparent trip hazards</li> <li>• All entrances and exits are accessible, not obstructed</li> <li>• All areas wheelchair accessible except Chapter House, High Altar and Pilgrim's Chapel. Alternative plans made if mobility is a problem. Schools are asked in advance.</li> <li>• During maintenance work the hazardous areas are isolated and warning signs displayed</li> <li>• Areas where access is not permitted are locked where possible and have warning signage displayed.</li> <li>• Heavy doors to be held open or fixed back.</li> <li>• Steep stone steps at the palace are hand railed. Children should ascend walking: reminder is given</li> <li>• If the lift is needed for children, this should be used with adult supervision.</li> <li>• Trebeck Hall has disabled access but no accessible toilet. There are facilities in the Palace and at the refectory)</li> <li>• Premises are checked during set up each day for hazards and issues in accessible areas</li> </ul>	<p>L1 S2</p> <p>RR2</p> <p><b>LOW</b></p>		<p>Vergers / DI / MH / HB walk around prior to event / keep alert</p>		
<p>During activities – risk of injury, choking or fire from use of candles, glue, scissors, beads and needles (and other low risk craft materials)</p>	<p>Pupils, staff and other adults / volunteers</p>	<ul style="list-style-type: none"> <li>• Close supervision of any use of candles and warnings of dangers. Teacher / school adults asked to approve.</li> <li>• Family visitors with children – assume adult will supervise.</li> <li>• Activities demonstrated and safe usage instruction is given and supported by other adults if appropriate.</li> </ul>	<p>L1 S2</p> <p>RR2</p> <p><b>LOW</b></p>		<p>Vergers/ Ed team at events</p>		

Electrical hazards	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>Leads and cables are covered with safety mats or situated overhead</li> <li>equipment is PAT tested</li> </ul>	L1 S3 RR3 <b>MED</b>	Equipment PAT tested	DI / MH / HB / vergers  Cathedral Administrator Head verger	During set up  Annually	
Trips on steps	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>Volunteers encouraged to draw attention to steps at west door, the Sanctuary, Chapter House, Screen, Choir, Bread Pews, Pilgrim Chapel and Great Hall and as necessary</li> </ul>	L1 S1 RR1 <b>LOW</b>		Team and staff as needed		
Fire/emergency/security alert	Pupils, staff and others	<ul style="list-style-type: none"> <li>Evacuation procedure included on documents for schools/volunteers. For adult / older students or 'free range' activities, verbal instruction is given. Leave by nearest exit and assemble at the top of west path.</li> <li>Vergers are trained as fire marshals</li> <li>MH / DI / HB trained in use of evac chair at Palace</li> <li>Buildings such as the Cathedral are fitted with smoke detection and fire alarm systems.</li> <li>Emergency evacuation procedures in place for the main buildings e.g. Cathedral.</li> <li>A strict no smoking policy is in place within all buildings and grounds.</li> <li>Security procedures in place for the main Cathedral building.</li> </ul>	L1 S1 <b>LOW</b>		DI/MH	Annually	

Offer of hot drinks to accompanying adults while children are in the building	Children, staff, adults. Scalding / burns	<ul style="list-style-type: none"> <li>• While children are in the building, hot drinks are served in lidded cups only. This is in instructions for schools / team</li> <li>• Family fun days refreshments are available in normal cups as higher levels of supervision.</li> <li>• Use of flasks for hot water, so water not scalding.</li> <li>• DI / MH / HB refill flasks, volunteers asked not to</li> </ul>	S2 L1 <b>LOW</b>		DI /MH / team as needed		
Minor injuries requiring First Aid	Pupils, school staff, volunteers and Education staff	<ul style="list-style-type: none"> <li>• Prior to events, check locations of first aid kits (vestry, palace door, Hoskyns room)</li> <li>• Trained member of staff available on site (verger / Education team)</li> <li>• All first Aid incidents to be reported to Education staff, and recorded in vestry accident book.</li> <li>• School staff responsible for administering first aid to their pupils, but may receive assistance / support from Minster staff where needed.</li> <li>• Instant cold packs kept with refreshments box</li> </ul>	L2 S1 <b>LOW</b>		DI/MH prior to events.  team		
Use of the garden area Stings, bites, loose objects, falls, trips	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>• General safety talk to all groups using the garden including: <ul style="list-style-type: none"> <li>-Reminder re health &amp; hygiene – take care when using natural materials such as twigs, leaves, stones etc</li> <li>-hand washing after working in the garden</li> <li>-All adults clear on toilet access - toilets in palace to be used, children to be escorted by an adult from the school.</li> <li>-First Aid – education staff and vergers hold first aid certificates. Nearest First Aid kits – vestry and Palace.</li> <li>-Importance of staying with the designated group leader clearly point out those areas which are out of bounds.</li> </ul> </li> </ul>	L1 S2 RR2 <b>LOW</b>		DI / MH education team  Cathedral Administrator /vergers		

		General visitors / family fun day accompanying adult is responsible					
Inclement weather	Pupils, staff and other adults / volunteers	<ul style="list-style-type: none"> <li>In the event of wet, windy, icy weather or heavy rain, activities will be assessed on the day in discussion with vergers. Control measures may be put in place and the event may be cancelled if safety is compromised.</li> </ul>	L1 S1 RR1 <b>LOW</b>		DI/ HB / MH with verger team		
Overcrowding	All attending	<ul style="list-style-type: none"> <li>Access to given area may be temporarily restricted if there is concern over safety, or if max numbers reached</li> </ul>	L1 S1 <b>LOW</b>		DI / HB / MH / verger team		
Welfare facilities	All attending	<ul style="list-style-type: none"> <li>Access to welfare facilities agreed with group leaders/adults prior to the event where possible.</li> <li>Instructions on where to locate facilities provided at the event.</li> <li>There are a number of locations where facilities are available to groups e.g. Archbishops Palace.</li> <li>Authorized adults/carers/parents/teachers must escort children to the welfare facilities.</li> <li>Hand washing facilities also available.</li> </ul>					
Impairments that may affect the safety of children/attendees e.g. physical ability, visual/hearing impairments, learning difficulties.	Relevant attendees	<ul style="list-style-type: none"> <li>Bookings for events include requirements of group leaders/schools to notify of any issues that may affect safety e.g. ability to evacuate effectively.</li> <li>Suitable control measures and support agreed prior to the event, ideally, or on arrival if necessary.</li> <li>Group leaders responsible for providing suitable supervision and support for such attendees.</li> </ul>					

**Other events / activities, which include risks not entered above:**

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## 2.6 Risk assessment calculator

### Likelihood

The likelihood of something happening can be graded as:

**1** = Low (seldom)

**2** = Medium (frequently)

**3** = High (certain or near certain)

### Severity

The severity of injury if something does happen can be graded as:

**1** = Low (minor cuts and bruises)

**2** = Medium (serious injury or incapacitated for 3 days or more)

**3** = High (fatality or a number of persons seriously injured)

		3	3	6	9	
<b>Likelihood</b>	2	2	4	6		<p>1 – 2 = low priority</p> <p>3 – 4 = medium priority</p>
	1	1	2	3		
		1	2	3		
		1	2	3	<b>Severity</b>	