

This risk assessment is provided to assist school groups with planning their visit to Worcester Cathedral. It is highly recommended that the member of staff organising the trip pays pre-visit to the Cathedral in order to carry out their own risk assessment and to include the journey to and from the Cathedral.

On the day of your visit, a safety briefing will be given by a member of Education Department staff. This briefing will include:

1. Expectations of behaviour – reminder that this is a place of worship

2. Potential hazards to look out for

3. Instructions to hold handrails at all times

4. Importance of not running

5. Importance of staying with one’s group

6. Use of toilet only when accompanied by a teacher

Reminders of these will be given during the tour at appropriate moments.

UNDERSTANDING THE RISK ASSESSMENT

**HAZARD**: Anything with the potential to cause harm

**LIKELIHOOD**: The likelihood that damage, loss or injury will be caused by a hazard and how severe the outcome may be.

**RISK**: is considered in terms of the **likelihood** of a **hazard** occurring (rated from 1 – 5 where 1 is extremely low), and the potential **severity** of the outcome should that hazard occur, also rated from 1 - 5.

**RISK RATING**: The overall potential level of risk is calculated by multiplying **likelihood** by **severity**.

**Worcester Cathedral Education Department**

**Risk Assessment**

| **Location** | **Potential Hazard** | **Description** | **Who is at risk** | **Likelihood** | **Severity** | **Risk Score** | **Actions and Controls** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **General** | Evacuation | Fire or terrorism evacuation | StudentsStaff | 1 | 3 | 3 | Students and staff to be informed of evacuation procedures on arrivalStaff and education guides to escort students in the case of an evacuationTeachers to conduct regular head countsPupils are not left unattended In case of evacuation, teachers are responsible for doing a register of their pupils once in a safe place. Should anyone be unaccounted for, a member of Cathedral staff must be informed immediately. |
|  | First Aid Emergency | Staff or student requires immediate medical attention | StudentsStaff | 1 | 3 | 3 | Pupils are not left unattendedWelcome team and vergers are on-hand to assist with emergenciesAll employed vergers are first-aid trained All education guides staff and volunteers to have the Duty Verger’s mobile telephone number on their person at all timesAll education department staff and volunteers to carry a mobile telephone on their person at all times.  |
| **Cathedral, Chapter House and Cloister** | Slip and Trips | Old and uneven floors, cracked tiles, grave stones in-Nave-Crypt-CloisterCathedral can become dark | Students Staff | 2 | 1 | 2 | Children reminded not to run by teaching staff and education guidesStudents to be supervised by teaching staff at all timesStudents to be reminded to be aware of their surroundingsAdditional lights to be switched on when necessaryVergers on site to administer first aid if required |
|  | Trips on staircase | Staircases located in -Crypt-Quire-LibrarySteps (with handrail) located-Two sets on left and right of nave -Miserrimus door-South Slype | StudentsStaff | 2 | 2 | 4 | Staircases are minimal in length and well lit.Nave steps are edged with white tape to make clear where they endChildren should be reminded by teaching staff to take care, hold rail and keep to the left.Vergers are onsite to deliver first aid if required  |
|  | Safeguarding  | Abduction / assault / injuryStudent separated from group | Students Staff | 1 | 4 | 4 | Correct student-staff ratioAll education department staff and volunteers wear a staff badgeAll education department staff and volunteers are fully DBS checkedStudents to be accompanied to the toilet by a teacherStudents to be reminded by teaching staff to remain in one groupDuring independent activities in the nave, key exit points (North door, Misserimus door and Prior’s Door) will be manned by education department guides.CCTV is in operation |
|  | Personal belongings | Theft or damage | StudentsStaff | 2 | 2 | 4 | Education Guides to remind children and staff to keep valuables with them at all timesPersonal property remains the responsibility of the individual.Rooms to be locked by Education Department staff where and when appropriateCCTV is in operation |
|  | Electrical hazards | Plug sockets can be found in the nave and Chapter House, projector and screen sometimes set up in nave and Chapter House. | StudentsStaff | 1 | 4 | 4 | Exposed leads covered with safety matsAll equipment PAT tested annually Children supervised by teaching staff |
|  | Minor Injury | Sharp corners on tombs, monuments and candle standsBurn from lit candleInjury from scissors or glueSlip on altar cloth | Students Staff | 2 | 2 | 4 | Students to be warned of architectural hazards by education guidesStudents to only light candles with permission from teacher and under teacher’s supervisionStudents to be supervised at all timesTeachers to seek parental advice on allergies to glue and craft materials where appropriateChildren instructed to use scissors safely Vergers on site to deliver first aidDuring maintenance works hazardous areas are clearly marked and warning signs displayed |
| **Toilets** | Safeguarding | Public toilets – risk of public mixing with children | Students | 1 | 4 | 4 | Children only to use toilets when accompanied by a teacherSmall groups to be escorted to the toilets |
| **Tower** | Fall from tower | Serious injury or death | StudentsStaff | 1 | 5 | 5 | Top of tower is surrounded by a wallChildren supervised at all times by teaching staffEducation guides to remind students of the dangersCorrect student-staff ratio for age group |
|  | Trip on tower staircase | Serious injury | StudentsStaff | 1 | 5 | 5 | Children supervised at all times by teaching staffTeaching staff to be interspersed between students to ensure calm and orderly behaviourStudents to be warned of the hazards by Cathedral staff before climbing the towerCorrect student-staff ratio for age group |
|  | Asthma, panic or vertigo attack | Long, steep climb up Tower staircase. Staircase narrows at the top.  | StudentsStaff | 1 | 4 | 4 | Education guides ensure that students are fully brief and aware of the number of steps and narrowness of staircaseTeachers have sought parental consent and medical guidance in advance of visit for students where appropriate |
| **Song school** | Trips on staircase | Wide, curved staircase with handrail which leads to the female toilets and extra male toilets | StudentsStaff | 1 | 2 | 2 | Staircase is wide and well lit. Teaching staff to remind children to take care, hold the rail and keep to the right. |
|  | Slip and Trips | Old and uneven floors, cracked tiles | Students Staff | 2 | 1 | 2 | Children reminded not to run by teaching staff and education guidesStudents to be supervised by teaching staff at all timesStudents to be reminded to be aware of their surroundings |
| **Ed Shed** | Trips and slips | Room contains boxes, benches, chairs and education resources | StudentsStaff | 2 | 1 | 2 | Students to be supervised by teaching staff at all timesStudents warned of trip hazards by education guides |
|  | Electrical hazards | Room with plug sockets and electric heatersRoom also often contains a projector and screen. | StudentsStaff  | 1 | 4 | 4 | Exposed cables are covered with safety matsAll equipment is PAT tested annually |
| **College Yard** | Traffic  | Cars travelling at speeds of 5-10 m.p.h. and parking. | StudentsStaff | 1 | 4 | 4 | Teaching staff to remind students to be aware of their surroundings |
|  | Safeguarding  | Outdoor public area – risk of public mixing with childrenAbduction / assaultStudent separated from group | StudentsStaff | 1 | 4 | 4 | Students to remain in a single groupGroups to be escorted by teaching staff and education guides |
|  | Trips and slips | Pavement can be slippery when wet | Students Staff | 2 | 1 | 2 | Education guides and teaching staff to warn students of hazards and puddles. |
| **College Green** | Traffic  | Cars travelling at speeds of 5-10 m.p.h. travelling around the Green and parking. | Students Staff | 1 | 4 | 4 | Teaching staff to remind students to be aware of their surroundings |
|  | Safeguarding  | Outdoor public area – risk of public mixing with childrenAbduction / assaultStudent separated from group | Students Staff | 1 | 4 | 4 | Students to remain in a single groupGroups to be supervised by teaching staff at all times and escorted. |
|  | Trips and slips | Pavement can be slippery when wet | StudentsStaff | 2 | 1 | 2 | Education guides and teaching staff to warn students of hazards and puddles. |
| **Cathedral Guesten** | Electrical hazards | Rooms containing plug sockets and often a projector and screen | StudentsStaff | 1 | 4 | 4 | Exposed cables are covered with safety matsAll electrical equipment is PAT tested annually. |
|  | Trips and slips | Pavement outside can be slippery when wet | StudentsStaff | 2 | 1 | 2 | Education guides and teaching staff to warn students of hazards and puddles |
|  | Trip on steps | Three steps up to Guesten with handrail on each side | Students Staff | 1 | 2 | 2 | Education guides to point out steps to visiting school groupsChildren should be reminded by teaching staff to take care, hold rail and keep to the right.Vergers are onsite to deliver first aid if required |