

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 a 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 Learning Team 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

7. What to do in an emergency

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 Learning Team**

**Risk Assessment – Education Visit**

| **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.Education Team leader to be in contact via walkie-talkie with Vergers/VWAs |
|  | 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. Education Team leader to be in contact via walkie-talkie with Vergers.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.  |
|  | Student separated from group | Student is separated from the group, increasing risk of dangers, abduction and leaving Cathedral unsupervised | Students | 2 | 4 | 8 | Correct teacher/student ratio at all times. Teachers to bring up rear of groups on tours. Students accompanied to toilets by teacher.Students informed to look for guides with green sashes if separated.During independent activities in the nave, key exit points (North door, Misserimus door and Prior’s Door) will be manned by education department guides.All entrances/exits locked or with staff positioned nearby exits. VWAs/Welcomers informed of Education visit so are on look out. Education Team leader to be in contact via walkie-talkie with Vergers/VWAs |
| **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 | 4 | 2 | 8 | 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 / injury | Students Staff | 1 | 5 | 5 | Correct student-staff ratioAll education department staff and volunteers wear a staff badgeAll education department staff and volunteers are fully DBS checked and have completed safeguarding training.Students 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 operationSouth Slype entrance is staff access only so all entrance/exit is from North DoorVWA/Welcomers/Guides informed if education visit and who/where to take lost children |
|  | 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 and Undercroft. | 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 | Groups advised to use Undercroft toilets as these are not open to the public.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 | 2 | 4 | 8 | 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 |
| **Undercroft** | Trips and slips | A few Corners that stick out, steps down into the Undercroft,  | StudentsStaff | 2 | 2 | 4 | Students to be supervised by teaching staff at all timesStudents warned of trip hazards by education guides |
|  | Minor Injury | Sharp corners on some of the stone edgesInjury from scissors or glueLow doors in two places in Undercroft | Students Staff | 2 | 2 | 4 | Students to be warned of architectural hazards by education guidesStudents 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 |
|  | Electrical hazards | Room with plug sockets built into the floorRoom may contain tv screens, projectors or other electrical devices. | StudentsStaff  | 1 | 4 | 4 | Electrical sockets are built into the floor and left covered when not in use.Exposed cables are covered with safety matsAll equipment is PAT tested annuallyScreens are put away if not in use. When they are in use positioned to edge of room. |
| **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 |
| **Pike Drill** | Injuries through use of Pikes | Students completing a drill with 3m long wooden Pikes (with Wooden points). Up to 15 students at one time. Long heavy pikes can be hard to manage if not following clear instructions. | StudentsStaff | 3 | 2 | 6 | Pikes carefully spaced to give students space.Students remain in same location throughout, no movement with pikes, just lifting on the spot. Slow build up of instructions so students can master control. Pikes returned to floor in controlled manner regularly to reduce tiring.Extra staff/volunteers keeping an eye on students not following directions or struggling to manage and provide support.Points of the pikes are wooden to limit injury. Left handed students placed on left end of the row to avoid clashes.  |

|  |  |
| --- | --- |
| **Date Risk Assessment Completed** | September 2021 |
| **Review Date** | September 2022 |
| **Owner** | Director of Learning and Community Involvement |
| **Signed** | A picture containing shape  Description automatically generated |