

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 | Students  Staff | 1 | 3 | 3 | Students and staff to be informed of evacuation procedures on arrival  Staff and education guides to escort students in the case of an evacuation  Teachers to conduct regular head counts  Pupils 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 | Students  Staff | 1 | 3 | 3 | Pupils are not left unattended  Welcome team and vergers are on-hand to assist with emergencies  All 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 times  All 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  -Cloister  Cathedral can become dark | Students  Staff | 4 | 2 | 8 | Children reminded not to run by teaching staff and education guides  Students to be supervised by teaching staff at all times  Students to be reminded to be aware of their surroundings  Additional lights to be switched on when necessary  Vergers on site to administer first aid if required |
|  | Trips on staircase | Staircases located in  -Crypt  -Quire  -Library  Steps (with handrail) located  -Two sets on left and right of nave  -Miserrimus door  -South Slype | Students  Staff | 2 | 2 | 4 | Staircases are minimal in length and well lit.  Nave steps are edged with white tape to make clear where they end  Children 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 ratio  All education department staff and volunteers wear a staff badge  All education department staff and volunteers are fully DBS checked and have completed safeguarding training.  Students to be accompanied to the toilet by a teacher  Students to be reminded by teaching staff to remain in one group  During 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  South Slype entrance is staff access only so all entrance/exit is from North Door  VWA/Welcomers/Guides informed if education visit and who/where to take lost children |
|  | Personal belongings | Theft or damage | Students  Staff | 2 | 2 | 4 | Education Guides to remind children and staff to keep valuables with them at all times  Personal property remains the responsibility of the individual.  Rooms to be locked by Education Department staff where and when appropriate  CCTV 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. | Students  Staff | 1 | 4 | 4 | Exposed leads covered with safety mats  All equipment PAT tested annually  Children supervised by teaching staff |
|  | Minor Injury | Sharp corners on tombs, monuments and candle stands  Burn from lit candle  Injury from scissors or glue  Slip on altar cloth | Students  Staff | 2 | 2 | 4 | Students to be warned of architectural hazards by education guides  Students to only light candles with permission from teacher and under teacher’s supervision  Students to be supervised at all times  Teachers to seek parental advice on allergies to glue and craft materials where appropriate  Children instructed to use scissors safely  Vergers on site to deliver first aid  During 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 teacher  Small groups to be escorted to the toilets |
| **Tower** | Fall from tower | Serious injury or death | Students  Staff | 1 | 5 | 5 | Top of tower is surrounded by a wall  Children supervised at all times by teaching staff  Education guides to remind students of the dangers  Correct student-staff ratio for age group |
|  | Trip on tower staircase | Serious injury | Students  Staff | 1 | 5 | 5 | Children supervised at all times by teaching staff  Teaching staff to be interspersed between students to ensure calm and orderly behaviour  Students to be warned of the hazards by Cathedral staff before climbing the tower  Correct student-staff ratio for age group |
|  | Asthma, panic or vertigo attack | Long, steep climb up Tower staircase. Staircase narrows at the top. | Students  Staff | 2 | 4 | 8 | Education guides ensure that students are fully brief and aware of the number of steps and narrowness of staircase  Teachers 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 | Students  Staff | 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 guides  Students to be supervised by teaching staff at all times  Students to be reminded to be aware of their surroundings |
| **Undercroft** | Trips and slips | A few Corners that stick out, steps down into the Undercroft, | Students  Staff | 2 | 2 | 4 | Students to be supervised by teaching staff at all times  Students warned of trip hazards by education guides |
|  | Minor Injury | Sharp corners on some of the stone edges  Injury from scissors or glue  Low doors in two places in Undercroft | Students  Staff | 2 | 2 | 4 | Students to be warned of architectural hazards by education guides  Students to be supervised at all times  Teachers to seek parental advice on allergies to glue and craft materials where appropriate  Children instructed to use scissors safely  Vergers on site to deliver first aid  During maintenance works hazardous areas are clearly marked and warning signs displayed |
|  | Electrical hazards | Room with plug sockets built into the floor  Room may contain tv screens, projectors or other electrical devices. | Students  Staff | 1 | 4 | 4 | Electrical sockets are built into the floor and left covered when not in use.  Exposed cables are covered with safety mats  All equipment is PAT tested annually  Screens 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. | 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 children  Abduction / assault  Student separated from group | Students  Staff | 1 | 4 | 4 | Students to remain in a single group  Groups 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 children  Abduction / assault  Student separated from group | Students  Staff | 1 | 4 | 4 | Students to remain in a single group  Groups to be supervised by teaching staff at all times and escorted. |
|  | 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. |
| **Cathedral Guesten** | Electrical hazards | Rooms containing plug sockets and often a projector and screen | Students  Staff | 1 | 4 | 4 | Exposed cables are covered with safety mats  All electrical equipment is PAT tested annually. |
|  | Trips and slips | Pavement outside can be slippery when wet | Students  Staff | 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 groups  Children 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. | Students  Staff | 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. |

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| **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 |