

Risk Assessment



Name of Activity: Ground Floor School Visit activities	Location: Cathedral based activities Key Date: Term Time only
Risk Assessment undertaken by: Alex Carton	
Signed: <i>Carton</i> Date: 16 th September 2024	Manager Signed: NA Date:

Scope of Risk Assessment:

This assessment covers school visits to the Cathedral and VLC and activities undertaken inside those buildings

Visitor Profile:

- Age range –4-18 years
- Alcohol consumption high/moderate/low - Low
- Likelihood of some drug use – Low
- Average attendance – 100

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
OUTSIDE										
<p>OUTSIDE</p> <p>The West Front Space and Precincts walk has vehicular access. School groups cross the West Front space to enter the Cathedral via Norman Arch, Wheel Yard and Gravel Walk</p>	RTA	Children and School Staff	3	5	15	<ul style="list-style-type: none"> School groups must be supervised by their teachers and helpers when walking in the precincts. Teachers must supervise the children crossing roads If using the West Front grass area for picnics, children should remain seated and not run around Wherever possible, a member of the education team should meet the school outside the west front to help line them up in a safe place 	1	15	5	M
<p>OUTSIDE</p> <p>The Cloisters is a public space with entry points on two sides. It is an ancient ground – uneven in places with gravel paths. There is a well in the centre of the space. There is no shade</p>	<ul style="list-style-type: none"> Trips, Slips, Falls Safeguarding Damage to environment Head injuries Sunburn/Heatstroke 	Children and School Staff	3	2	6	<ul style="list-style-type: none"> This space is used primarily by schools at lunch time. The children must be supervised at all times and remain within the quadrangle. They should not be allowed down the alleys on the west and east sides of the cloister. Care should be taken when playing – it is not an area built for this purpose – and school staff should ensure that children are not running over gravel, edges between gassed and gravelled areas. 	2	2	4	L

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
5 >Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 <Very unlikely	5 Multi death or very serious injury 4 Single death or very serious injury 3 Serious injury 2 RIDDOR 3 day 1 Minor/First Aid	Prob					Low – no action required MED - justify/review on a regular basis throughout the event HIGH – immediate action/further controls needed	
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						<ul style="list-style-type: none"> Children must not be allowed to climb on the well. There is a sign on the top communicating this but children must be supervised and staff aware. Children must not be allowed to hang off the tree Care should be taken along the walls of the cloister as they are hundreds of years old, easily damaged and could pose a risk School staff should advise children to wear hats and sun cream 				
OUTSIDE Nature Walk	<ul style="list-style-type: none"> Allergies Stings/bites Long hanging branches 	Children and school staff	3	2	12	<ul style="list-style-type: none"> The gardens are used during our 'Creation Walk' activity. Class Teachers should make Peterborough Cathedral aware of any conditions prior to the visit and should carry appropriate medication and knowledge of treatment Children will be advised of stinging and biting plants/animals. Children will be supervised by adults at all times. Advise of the way to capture and release animals safely. Children will be advised not to touch any hazardous plants and not to eat anything whilst in the woods or in the VLC garden. 	2	2	4	Low

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4 Very likely	4 Single death or very serious injury	5	5 M	10 H	15 H	20 H	25 H	MED - justify/review on a regular basis throughout the event
3 Likely	3 Serious injury	4	4 L	8 H	12 H	16 H	20 H	
2 Unlikely	2 RIDDOR 3 day	3	3 L	6 M	9 H	12 H	15 H	HIGH – immediate action/further controls needed
1 <Very unlikely	1 Minor/First Aid	2	2 L	4 L	6 M	8 H	10 H	
		1	1 L	2 L	3 L	4 L	5 M	
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						<ul style="list-style-type: none"> Hands to be washed with soap after the activity and before eating. The site will be checked to remove hazards at eye level. Children will be advised not to run on the walk. Children to be advised not to get soil in mouth or eyes. Nothing to be eaten during the activity. Hands to be washed with soap after the activity and before eating. First aid trained members of staff equipped with first aid kits to be present at all times. Two-way radio to be kept for emergency contact. 				
INSIDE CATHEDRAL										
Uneven stone floor throughout the Cathedral	Trips, slips, falls	Children and school staff	3	1	3	<ul style="list-style-type: none"> Guides and or school staff must ensure that children walk carefully and with attention to the uneven floors If participating in a guided activity, guides should make sure the group walk behind them and not run out in front 	2	1	4	L
Bread	Allergies	Children	3	3	9	<ul style="list-style-type: none"> School staff must make Peterborough Cathedral aware of any allergies when booking the Senses in Special Places activity. Gluten, milk 'Free-from' bread used in the tasting session 	2	3	6	M

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Candles and Gurney Stoves	Burns	Children and school staff	2	2	4	<ul style="list-style-type: none"> The Gurney Stoves have railings around but can be touched by taller children or accessed from behind by unsupervised smaller children. Guided groups pass by the stoves and only stop if children ask about them. If this is the case they should be approached in the same way as candle stands. Guided school groups should be spaced out away from candle stands Guided groups do not allow children to light candles unless requested by the teacher in which case the guide should request that the teacher supervises If the group is self-guided, children should be supervised and not permitted to light candles unsupervised 	1	2	2	L
Low steps – there are many low steps around the building including in areas used by the schools	Trips, slips, falls	Children and school staff	3	2	6	<ul style="list-style-type: none"> Guides and or school staff must ensure that children walk carefully and with attention to the low steps If participating in a guided activity, guides should make sure the group walk behind them and not run out in front 	2	2	4	L

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TV screen legs jut out slightly	Trips, slips, falls	Children and school staff	3	2	6	<ul style="list-style-type: none"> Guides and or school staff must ensure that children walk carefully and with attention to the TV screens If participating in a guided activity, guides should make sure the group walk behind them and not run out in front 	2	2	4	L
Heavy doors on the north and southside	Crushing injuries	Children and school staff	3	2	6	<ul style="list-style-type: none"> The doors are emergency exits – two of the doors should only be used in an emergency The 'Cloister' door on the south side of the building is used to access this outside space at lunchtime or during Easter/Creation days (guided activities) If a guided group, education staff/volunteers should show the school to the door, open both doors wide until they stay open and inform the teacher about the potential hazards. Self-guided groups – teachers should supervise their children and act as described above 	2	2	4	L
Quire Stalls – kneelers, Carpet tiles	Trip Hazards	Children and school staff	3	1	3	<ul style="list-style-type: none"> Education team should 'walk the floor' checking for trip hazards before and after each visit to check the walkways 	1	1	1	L

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Toilets are open to and used by the public	Safeguarding	Children and school staff	N A	N A	N A	<ul style="list-style-type: none"> Teachers must accompany all children to the toilets which are located just outside the south transept doors. There are three cubicles designated 'male' with urinals. There are 3 cubicles designated 'female'. There is one accessible toilet The Cathedral's safeguarding procedures and policy are linked in the terms and conditions received by teachers at the time of booking 				
Public space with multiple exits	Safeguarding/Lost child	Children	N A	N A	N A	<ul style="list-style-type: none"> Teachers must supervise their children at all times. Self-guided groups are advised (by way of this document) to staff the exits to ensure that no student leaves the premises. Guided activities – where children are required to spend time 'self-guiding' education staff and volunteers should designate an area to each group ensuring that there are enough staff and volunteers to monitor the exits and entry points. The Cathedral's safeguarding procedures and policy are linked in the terms and conditions received by teachers at the time of booking 				

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Blue gates	Crushing injuries	Children and Staff	2	2	4	<ul style="list-style-type: none"> The blue gates are opened by vergers/security at the start of each day. Education staff should not need to open them however if that is necessary only adults should do this 	1	2	2	L
Presbytery Steps can be slippery if a person runs on them	Slips	Children	2	2	4	<ul style="list-style-type: none"> Children should be requested to walk carefully over the space 	1	2	2	L
Wires and Cables	Trips	Children and Staff	2	2	4	<ul style="list-style-type: none"> Education staff should walk the floor of the Cathedral prior to the school's arrival to ensure that any wires/cables are either put away or placed underneath proper wire coverings 	1	2	2	L
Large candle stands are wobbly	Trips, slips, falls, crushing	Children and staff	2	4	8	<ul style="list-style-type: none"> Although heavily weighted at the bottom, these stands (usually in the Cathedral during autumn and winter) are wobbly if knocked which could cause a trip or if enough force is applied, a serious injury. Teachers and education staff should be aware of them when guiding groups around the building. Not position groups near them and the candle stands should be placed in positions where they are least in the way 	1	4	4	Low but needs monitoring

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AV area – has technical and furniture equipment	Trips, slips, falls, crushing	Children and staff	3	3	9	<ul style="list-style-type: none"> This is a no-go area with groups and is barriered off. Children should be supervised, not stop in this area. 	2	3	6	M
Evacuation of the Cathedral	<ul style="list-style-type: none"> Panic Trips Crushing 	All	2	5	10	<ul style="list-style-type: none"> Evacuation of guided groups should be led by the education staff/volunteers leading that group Care should be taken when exiting via the south nave exits as steps lead down into the Cloister Fire evacuation procedure should be followed 	1	5	5	M
Terrorist Threat – National emergency	Death	All				<p>Terrorism and national emergencies: Terrorism threat levels - GOV.UK (www.gov.uk)</p> <ul style="list-style-type: none"> The Cathedral has security officer on duty during visiting hours and communicates with city centre security to monitor incidents taking place in the city centre Staff have received ACT training and Cathedral adopts the Run Hide Tell advice 				
Potential abuse		Children and vulnerable adults				<ul style="list-style-type: none"> The Cathedral has a safeguarding policy, safer recruitment procedures and dedicated safeguarding leads. These documents are sent to the school via link in the terms and conditions at time of booking 				

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						<ul style="list-style-type: none"> Schools are requested to keep members of school staff with children at all times 				
CRAFT ACTIVITIES UNDERTAKEN IN EITHER THE CATHEDRAL OR VISITOR CENTRE										
Sharp craft materials – scissors, aluminium sheets, badge pins	Cuts	Children	3	1	3	<ul style="list-style-type: none"> First aiders on site and with the school Clear instructions given to children Support available to assist children in the activity 	2	1	2	L
Clay, glue, hessian, paint, ink, crayons, pens, charcoal dust	Allergic reaction	Children	1	2	2	<ul style="list-style-type: none"> Children should not ingest any of the materials Non-latex gloves available for those children allergic to clay – teachers should advise at time of booking Most materials are purchased from educational suppliers and are commonly used in schools Masks will be available 	1	2	2	L

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VISITOR CENTRE										
Lost children/ vulnerable persons	<ul style="list-style-type: none"> Children distressed, abducted Safeguarding issues Adults distressed 	Children and vulnerable adults	2	3	6	<ul style="list-style-type: none"> Lost children point at the Cathedral greeting desk Vigilant staff and volunteers to look out for unsupervised children / vulnerable adults Necessary staff and volunteers to attend safeguarding training Red-flag procedure to be read in conjunction with this RA 	1	3	3	L
Evac-Chairs / Mattresses	<ul style="list-style-type: none"> Falls Injury 	Visitors (Adults and Children), Volunteers and Staff	2	4	8	<ul style="list-style-type: none"> All staff to receive training on use In-house refresher training/ practice to regularly take place Regular inspection and servicing of equipment 	1	4	4	L
Public Toilets <ul style="list-style-type: none"> Hot water Wet Floors Locking doors 	<ul style="list-style-type: none"> Burns / scolds Slips and trips Locked-in / lock faults 	Staff, Volunteers and Visitors (Adults and Children)	1	1	1	<ul style="list-style-type: none"> Water temperature to be kept under a scalding temperature Water temperature to be regularly checked Floor to be monitored for wet, especially during peak periods Wet floor signs to be put out if necessary Locks can be opened from the exterior of each door 	1	1	1	L

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Education Floor toilets	<ul style="list-style-type: none"> Unisex cubicle Lock ins Doors left unlocked whilst the cubicle is occupied 	Children and young people	1	1	1	<ul style="list-style-type: none"> School Staff to monitor children Cathedral staff and volunteers to use ground floor loos during school visits 	1	1	2	L
Uneven floorings / Steps and Stairs	Trips, slips, falls	Staff, Volunteers and Visitors (Adults and Children)	1	1	1	<ul style="list-style-type: none"> Floors to be made even where possible. Children asked not to run inside the centre Handrails to be used and recommended for use with the stairs Chn using stairs for lower floor toilets must be accompanied by school staff 	1	1	1	L
Heavy doors	Crushing injuries	Staff, Volunteers and Visitors (Adults and Children)	1	2	2	<ul style="list-style-type: none"> Staff and volunteers to assist with opening/ holding doors where possible Children warned not to play with doors 	1	2	2	L
The main entrance door at no. 25	<ul style="list-style-type: none"> Crushing injuries Closes suddenly Very narrow 	Staff, Volunteers and Visitors (Adults and Children)	3	2	6	<ul style="list-style-type: none"> Both doors to be opened on entry and exit with school parties One Cathedral volunteer to hold the door open and cathedral volunteer to ensure doors are shut properly once school party have entered/exited 	1	2	2	L

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Ropes/Barriers	Trips, slips, falls	Visitors (Adults and Children)	1	1	1	<ul style="list-style-type: none"> Barrier placement to be in a suitable area Visitors asked not to move or pull on barriers 	1	1	1	L
Unstable (temporary) display panels / falling objects	Crushing injuries	Visitors (Children and Adults), Staff and Volunteers	2	1	2	<ul style="list-style-type: none"> Ensure anything wall mounted or kept at height is checked regularly for security. No heavy items to be displayed/ stored above head height. 	1	1	1	L
Electrical wall plug sockets	Electrocution	Visitors and Schools	2	4	8	<ul style="list-style-type: none"> School groups to supervised at all times Children to be supervised by adults at all times, no unaccompanied children in the centre 	1	4	4	L
First-Aid	Any injury or illness exacerbated by first aid not being available	Staff, Volunteers, Visitors (adults and Children) and School Groups	2	3	6	<ul style="list-style-type: none"> Vergers and some staff are first aid qualified. At least one member of trained staff on site at all times Use of emergency services if necessary Radio contact 	2	3	6	M
Major incidents	Fire/Bomb threat	Staff, Volunteers, Visitors (adults and Children) and School Groups	1	5	5	<ul style="list-style-type: none"> Evacuation of the centre as per main procedures and emergency plans School staff should familiarise themselves with fire safety notices displayed in the centre 	1	5	5	M

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Stairs/steps	Trips, slips, falls	Children/staff	2	2	4	<ul style="list-style-type: none"> Children asked to walk with one hand on the bannister rail at all times Supervised by staff and volunteers 	2	2	4	L
Low lighting	Trips, slips, falls	Children/staff	2	2	4	<ul style="list-style-type: none"> Children asked to walk Supervised by staff and volunteers 	2	2	4	L
Key Code Entry Doors	<ul style="list-style-type: none"> Trapped in landing area 	Children/adults	4	1	4	<ul style="list-style-type: none"> Children must be supervised in landing area at all times Give code to the teacher <p>ACTION: Review - key codes to be reinstated</p>	2	1	2	L
Lift	<ul style="list-style-type: none"> Lost children public access – safeguarding issue Lift error – stuck in lift 	Children and adults	2	1	2	<ul style="list-style-type: none"> Children must be supervised in landing area at all times Lift to be kept on ground floor 	2	1	2	L
Unlocked Cupboards	<ul style="list-style-type: none"> Electrocution, poisoning, chemicals Trips, slips, falls 	Visitors, Schools, Staff and Volunteers	2	4	8	<ul style="list-style-type: none"> All cupboards and none public areas to remain locked at all times COSHH sheets in each cleaning cupboard <p>ACTION: review COSHH sheets</p>	1	4	4	L

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		1	2	3	4	5		

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Table Top Displays – some heavy items (Temporary Exhibitions)	Crushing injuries	Visitors (Adults and Children), Staff and Volunteers	2	2	4	<ul style="list-style-type: none"> Visitors asked not to lift objects No unaccompanied children to be allowed into the centre, children to be supervised. 	2	2	4	L
Low ceilings and door frames	Head injuries	Visitors (Adults), Staff and Volunteers	2	2	4	<ul style="list-style-type: none"> Warning: 'Mind your Head' stickers on relevant door frames 	2	2	4	L
						<ul style="list-style-type: none"> 				

General – school staff must bring their own first aid support. The Cathedral education staff and some other members of Cathedral staff are first aid trained

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level	
5 >Almost inevitable	5 Multi death or very serious injury	Prob	5 M	10 H	15 H	20 H	25 H	Low – no action required
4 Very likely	4 Single death or very serious injury	5	4 L	8 H	12 H	16 H	20 H	MED - justify/review on a regular basis throughout the event
3 Likely	3 Serious injury	4	3 L	6 M	9 H	12 H	15 H	
2 Unlikely	2 RIDDOR 3 day	3	2 L	4 L	6 M	8 H	10 H	HIGH – immediate action/further controls needed
1 <Very unlikely	1 Minor/First Aid	2	1 L	2 L	3 L	4 L	5 M	
		1	1	2	3	4	5	

Risks to be monitored at regular intervals as follows: (these will normally be those rated Medium after controls are in place)

Hazard	Monitored by	Frequency
The West Front Space and Precincts walk has vehicular access. School groups cross the West Front space to enter the Cathedral via Norman Arch, Wheel Yard and Gravel Walk	All staff included by not limited to grounds, security, welcoming and education staff	Education staff to, where possible greet school outside the Cathedral Lunch time – staff to monitor throughout
Large candle stands	Education staff and vergers	Education staff to walk around the Cathedral before a visit to check positioning of the stands Liaise with Head Verger over where they are positioned to ensure least likely hazard
AV area	Education staff and vergers	Education staff to walk the floor before the visit to check for potential hazards
Evacuation	All	Education team to ensure guides are aware of evacuation procedures. Exit procedures announced to all guided groups on arrival. Evacuation points to be sent to self-guided groups

Related Documents

Notes