



## Cathedral Church of St Mary the Virgin, Blackburn

# RISK ASSESSMENT FOR EDUCATIONAL VISITS

**Area Assessed:** Blackburn Cathedral (for Education Department)

**Prepared by:** Sian Howell-Jones

**Approved by:** Health & Safety Committee

**Date:** 5<sup>th</sup> December 2017

**Review Date:** 5<sup>th</sup> December 2018

***Blackburn Cathedral has been awarded the Quality Badge for Learning Outside the Classroom, recognising it as a provider of quality, safely managed educational experiences for young people.***



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This risk assessment is provided to assist school groups with planning their visit to Blackburn Cathedral. It is strongly recommended that the member of staff organising the trip pays an initial visit to the Cathedral in order to carry out their own risk assessment, which can include the journey to and from the Cathedral.

Before the visits begin a safety briefing will be given by the leader. This 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. No running
5. Staying as a group
6. 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**. This gives a rating from 1-5 with 1-2 being low and 4-5 being high.

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 completed
Child Protection/ Safeguarding	Pupils - possible injury or abuse by member of the public	<ul style="list-style-type: none"> <li>Pupils are NEVER alone – always remaining part of a group and in the care of school and Cathedral staff</li> <li>Pupils remain responsibility of school staff AT ALL TIMES throughout the visit</li> <li>School staff must remain in the Cathedral for the duration of the visit</li> <li>In case of incidents related to / involving members of the public the Education Officer has a panic alarm and walkie-talkie to summon immediate assistance</li> <li>No pupil is allowed to use the toilet facilities in the Crypt without being accompanied by an adult</li> <li>All education staff and volunteers wear name badges</li> <li>Volunteers do not give enough hours to qualify for checks under the Vetting and Barring Service but most do have CRB clearance.</li> </ul>	L1 S3 RR3 <b>MED</b>	Schools must comply with recommended ratio of pupils to school adults as per DFE guidelines: <i>1:6 for Y1 to Y3</i> <i>1:15 for Y4 to Y6</i> <i>1:20 for Y7 &amp; above.</i>	School staff Cathedral staff Volunteers		
Pupil lost or separated from group	Pupil's - possible injury or abduction	<ul style="list-style-type: none"> <li>Maximum number for standard Trail led by Education Officer is <b>40 pupils</b> unless otherwise agreed</li> <li>Education Officer has contact details of school and school has full list of attendees</li> <li>Each group led by Education Officer / trained volunteer accompanied by school staff</li> <li>Where relevant, school group divided into smaller groups with numbers known to Education Officer and volunteers</li> <li>Education Officer, volunteers and School Leader have timetable</li> <li>CCTV is in operation</li> </ul>	L1 S3 RR3 <b>MED</b>	Schools must comply with recommended ratio of pupils to school adults as per DFE guidelines: <i>1:6 for Y1 to Y3</i> <i>1:15 for Y4 to Y6</i> <i>1:20 for Y7 &amp; above.</i>	School staff Cathedral staff Volunteers		
On arrival at Cathedral and before entering the main doors	Pupils, staff and other adults  Possible trip, slip or fall and injury	<ul style="list-style-type: none"> <li>Buses drop off on Darwen Street</li> <li>Flagstones and other trip hazards are regularly monitored. Current building works are inaccessible</li> <li>Area maintained by B w D Council</li> </ul>	L1 S1 RR1 <b>LOW</b>	Recommended that school undertakes own pre-visit Risk Assessment	School staff		

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 completed
Movement around the Cathedral building	Pupils, staff and other adults  Risk of injury due to trip, slip or fall or from electrocution	<ul style="list-style-type: none"> <li>Access to higher parts of the building is not permitted</li> <li>The limestone floor is sound with no apparent trip hazards</li> <li>Pupils not allowed to carry bottles of water in the Cathedral as any spillage on the smooth limestone floor will create a serious slip hazard.</li> <li>Access steps to the Crypt are clearly marked and are all in sound condition</li> <li>The main West Door is wheelchair accessible and is not obstructed</li> <li>Access to all areas is wheelchair accessible, except to the Jesus Chapel and St Martin's Chapel. Portable ramps are available</li> <li>During maintenance work the hazardous areas are isolated and warning signs displayed.</li> <li>Children remain supervised by responsible adults at all times</li> <li>Inspection carried out to assess quality of lighting before school arrives</li> <li>Telephones are accessible and trained First Aiders are on site at all times</li> <li>School staff to ensure that pupils walk sensibly and do not run</li> </ul>	L1  S2  RR2  <b>LOW</b>	School staff  <b>MUST</b> bring own First Aid kit	School staff  Cathedral staff  Volunteers		
During the children's activities – risk of injury from use of glue or scissors	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>Activities are led by trained leaders</li> <li>Close supervision when using scissors and glue</li> </ul>	L1  S 2  RR2  <b>LOW</b>	School staff required to support children with activities	School staff  Cathedral staff  Volunteers		

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Risk of injury from fire from use of candles	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>Cathedral staff and volunteers to light candles for younger children.</li> <li>Tapers to be used to assist older children to light candles safely.</li> <li>If schools choose to allow pupils to light a candle themselves there must be close supervision and warnings of dangers</li> <li>Inform staff of fire and evacuation procedures on arrival</li> </ul>	L1  S2 RR2 <b>LOW</b>	Staff to support children in this activity  Fire blankets are attached to all candle stands	School staff Cathedral staff Volunteers		
Electrical hazards	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>Exposed leads and cables are covered with safety mats.</li> <li>All electrical equipment PAT tested annually</li> </ul>	L1  S3 RR3 <b>MED</b>	Extra care to be taken for corporate and large events as extra wires and cables needed	Cathedral staff	Annually	
Trips on steps	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>Cathedral staff draw attention to steps at activities in the Jesus Chapel, High Altar and St Martin's Chapel</li> <li>Steps to the toilets and lunch space in the Crypt have a handrail and the edges are clearly marked in white</li> <li>Pupils MUST hold handrails when descending / ascending Crypt steps</li> </ul>	L1  S1 RR1 <b>LOW</b>	School staff to ensure pupils in single file	School staff Cathedral staff Volunteers		
Personal belongings	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>It is strongly advised that valuables are kept with the owner at all times</li> <li>Personal property remains the responsibility of individuals</li> </ul>	L1 RR1 <b>LOW</b>	School staff and pupils			
First Aid provision	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>First Aid staff present in Cathedral</li> <li>First Aid boxes in various locations</li> </ul>		Schools to bring their own First Aid box			