

## Generic Risk Assessment for education department activities: Schools, family learning events, adult learning

*Specific, other activities not covered by this will be assessed in addition where needed.*

Area Assessed: **The Minster, Archbishop's Palace, Education Garden, Trebeck Hall (for Education Department)**

Assessor: Diana Ives (checked by Garry Douglas)

Ser No:

Date: January 2025

Review Date: by 31/1/26

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 done
Safeguarding  Possible injury or abuse	Pupils  Injury or abuse	<ul style="list-style-type: none"> <li>Volunteers receive annual safeguarding summary information and risk assessment notes. On recruitment, volunteers undergo safeguarding training.</li> <li>Reporting log / contact information and safeguarding notes are with event information.</li> <li>Pupils / children / vulnerable adults are never alone – always remaining part of a group and /or in the care of the adults / carers who brought them. Group leaders are made aware that the Minster and palace / garden are open to the general public.</li> <li>All staff and volunteers clearly identified by branded blue team badges / lanyards</li> <li>Volunteers and staff behave according to our guidelines in the department safeguarding guide and lost child policy on the website, agreed with the Minster safeguarding officer.</li> <li>Groups asked to bring enough accompanying adults to supervise the children adequately. Supervising adults should</li> </ul>	L1 S3 RR3  MED		DI/ Administrator		

		<p>remain with their groups at all times unless independent activity (see below*)</p> <ul style="list-style-type: none"> <li>• Photos taken comply with photograph policy if teaching staff / carers sign consent form. Safeguarding and photo policy downloadable from website.</li> </ul>					
Pupil lost or separated from group	Pupils Possible injury or abduction	<ul style="list-style-type: none"> <li>• Full list of schools attending large events eg TT / Year 6 days is at hand. School is responsible for holding list of individuals.</li> <li>• School is informed in initial information that they remain responsible for the safety and supervision of their pupils.</li> <li>• Timetable – distributed to volunteer team and school in advance. School is requested to give each adult a copy. Spares available at Refreshments station.</li> <li>• Some school activities are 'free range' (eg trails etc*) if staff are agree. Guidelines explained beforehand re evacuation procedure and meeting points, timescales and toilet visits. volunteers / staff given instructions for supervision.</li> <li>• At family fun days, signs are up reminding carers to supervise children at all times.</li> <li>• Lost child policy to be followed or education procedure</li> </ul>	L1 S3 RR3  MED				
Arrival and entering the Minster and outside activity, lunch outside.	Pupils. Staff and other adults Possible trip, slip or fall and injury due to traffic	<ul style="list-style-type: none"> <li>• Buses asked to drop off on the Minster side of the road so no road crossing necessary. Instructions / map sent out in teacher packs in advance</li> <li>• Volunteers are asked to point out steps, uneven path hazards where possible.</li> <li>• Gravestones may be uneven and children should be kept away from them during lunch. Instructions in teacher pack and reminder given on the day verbally.</li> </ul>	L1 S2 RR2 LOW	Gravestones are checked	Vergers  DI/SC/KS	Annually	

<p>Movement around the Minster building</p>	<p>Pupils, staff and other adults</p> <p>Risk of injury due to trip, slip or fall or from electrocution</p>	<ul style="list-style-type: none"> <li>• NB: Separate risk assessment for tower tours supplied by guides / stewards leading.</li> </ul> <p>Premises are visually checked during set up each day for hazards and issues in accessible areas</p> <ul style="list-style-type: none"> <li>• The stone floor is sound with no apparent trip hazards</li> <li>• All entrances and exits are accessible, not obstructed</li> <li>• All areas wheelchair accessible except High Altar &amp; clergy vestry. Alternative plans made if mobility is a problem. Schools are asked in advance about SEND. Vergers will need to help with Ch H / palace lift.</li> <li>• During maintenance work the hazardous areas are isolated and warning signs displayed</li> <li>• Areas where access is not permitted are locked where possible and have warning signage displayed.</li> <li>• Heavy doors to be held open or fixed back.</li> <li>• Steep stone steps at the palace are hand railed. Children should ascend walking: reminder is given</li> <li>• If the lift is needed for children, this should be used with adult supervision.</li> <li>• Trebeck Hall has disabled access but no accessible toilet. (There are facilities in the Palace and at the refectory)</li> </ul>	<p>L1</p> <p>S2</p> <p>RR2</p> <p>LOW</p>		<p>Vergers / DI / SC / KS walk around prior to event / keep alert</p> <p>Vergers</p>		
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<p>During activities – use of candles, glue, scissors, beads and needles (and other low risk craft materials)</p>	<p>Pupils, staff and other adults / volunteers.</p> <p>Choking, burns, smoke inhalation, cuts.</p>	<ul style="list-style-type: none"> <li>• Close supervision of any use of candles and warnings of dangers. Teacher / school adults asked to approve. Candles may be lit with supervision – (hand over hand with Key Stage 1 children).</li> <li>• Family visitors with children – an accompanying adult will supervise.</li> <li>• Activities demonstrated and safe usage instruction is given and supported by other adults if appropriate.</li> <li>• Separate events risk assessments conducted where needed.</li> </ul>	<p>L1 S2 RR2</p> <p><b>LOW</b></p>		<p>vergers/ Ed team at events</p> <p>DI /KS / vergers</p> <p>Chief Officer, Head verger</p>	<p>During set up</p>	
<p>Electrical hazards</p>	<p>Pupils, staff and other adults.</p> <p>Electrocution, burns.</p>	<ul style="list-style-type: none"> <li>• Equipment is PAT tested</li> <li>• Buildings are subject to fixed electrical inspections.</li> <li>• Electrical equipment and systems subject to regular visual checks for any obvious signs of damage or deterioration.</li> </ul>	<p>L1 S3 RR3</p> <p><b>MED</b></p>	<p>Equipment PAT tested</p>	<p>Ed team equipment checked prior to use</p>	<p>Annually</p>	
<p>Slips and trips</p>	<p>Pupils, staff and other adults</p>	<ul style="list-style-type: none"> <li>• Volunteers encouraged to draw attention to steps at west door, the Sanctuary, Chapter House, Screen, Choir, Bread Pews, and Great Hall and as necessary.</li> <li>• Regular checks of the external areas for slip/trip hazards e.g. leaves and foliage on paths.</li> <li>• Leads and cables are covered with safety mats or situated overhead</li> <li>• Lighting provided across access areas.</li> </ul>	<p>L1 S1 RR1</p> <p><b>LOW</b></p>		<p>Team and staff as needed</p>		

Fire/emergency/security alert	Pupils, staff and others	<ul style="list-style-type: none"> <li>• Evacuation procedure included on documents for schools/volunteers. For adult / older students or 'free range' activities, verbal instruction is given. Leave by nearest exit and assemble at the top of west path.</li> <li>• Vergers are trained as fire marshals</li> <li>• DI / KS trained in use of evac chair at Palace</li> <li>• Buildings such as the Cathedral are fitted with smoke detection and fire alarm systems.</li> <li>• Emergency evacuation procedures in place for the main buildings e.g. Cathedral.</li> <li>• Regular visual checks of building for fire safety issues.</li> <li>• Fire fighting equipment provided at key locations across Minster sites.</li> <li>• Security procedures in place for the main Cathedral building.</li> </ul>	L1 S1 LOW		DI/ Ed admin	Annually	
Offer of hot drinks to accompanying adults while children are in the building	Children, staff, adults. Scalding / burns	<ul style="list-style-type: none"> <li>• While children are in the building, hot drinks are served in lidded cups only. This is in instructions for schools / team and visitors asked to bring their own lidded cups.</li> <li>• Family fun days refreshments are available in normal cups as higher levels of supervision.</li> <li>• Staff only to refill flasks, volunteers asked not to.</li> </ul>	S2 L1 LOW		DI / KS team as needed		
Accidents, incidents - minor injuries requiring First Aid	Pupils, school staff, volunteers and Education staff	<ul style="list-style-type: none"> <li>• Prior to events, check locations of first aid kits (vestry, palace Hoskyns room) Defibrillator in Vestry</li> <li>• Trained member of staff available on site (verger / DI/ KS)</li> <li>• All first Aid incidents to be reported to Education staff, and recorded in vestry accident book.</li> <li>• School staff responsible for administering first aid to their</li> </ul>	L2 S1 LOW	all accidents, near misses and incidents will receive an appropriate level of investigation.	Ed staff prior to events.  Ed staff		

		<p>pupils, but may receive assistance / support from Minster staff where needed.</p> <ul style="list-style-type: none"> <li>Instant cold packs &amp; 1<sup>st</sup> Aid manual kept with refreshments box</li> </ul>			Ed staff check at each event		
<p>Use of the garden area</p> <p>Stings, bites, loose objects, falls, trips</p>	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>General safety talk to all groups using the garden including: <ul style="list-style-type: none"> <li>health &amp; hygiene – take care when using natural materials such as twigs, leaves, stones etc</li> <li>hand washing after activity in the garden</li> <li>toilet access - toilets in palace to be used, children to be escorted by an adult from the school. Accessible toilet at Palace.</li> <li>First Aid – education staff and vergers hold first aid certificates. Nearest First Aid kits – vestry and Palace.</li> <li>Importance of staying with the designated group leader, clearly point out those areas out of bounds. <ul style="list-style-type: none"> <li>General visitors / family fun day accompanying adult is responsible.</li> <li>Regular visual condition checks and formal checks by a competent person of the trees across the Minster grounds/gardens for damage.</li> <li>Regular gardens maintenance to clear any obstacles or overgrown foliage likely to cause a hazard.</li> <li>Separate events risk assessments conducted.</li> </ul> </li> </ul> </li> </ul>	<p>L1</p> <p>S2</p> <p>RR2</p> <p>LOW</p>		<p>Staff/ volunteers</p> <p>Vergers / Cathedral Gardener</p>		
Inclement weather	Pupils, staff and other adults / volunteers	<ul style="list-style-type: none"> <li>In the event of wet, windy, icy weather or heavy rain, activities will be assessed on the day in discussion with vergers. Control measures may be put in place and the event may be cancelled if safety is compromised.</li> </ul>	<p>L1 S1</p> <p>RR1</p> <p>LOW</p>		DI/ ed staff with verger team		

Overcrowding	All attending. Crush injuries, bruising.	<ul style="list-style-type: none"> <li>• Access to given area may be temporarily restricted if there is concern over safety, or if max numbers reached.</li> <li>• Separate events risk assessments conducted.</li> </ul>	L1 S1 LOW		Ed staff /verger team		
Welfare facilities (toilet / hand washing)	All attending	<ul style="list-style-type: none"> <li>• Access to welfare facilities agreed with group leaders/adults prior to the event where possible and potential access difficulties noted.</li> <li>• Instructions on where to locate facilities provided at the event.</li> <li>• Authorized adults/carers/parents/teachers must escort children to the welfare facilities.</li> </ul>					
Impairments that may affect the safety of children/attendees e.g. physical ability, visual/hearing impairments, learning disabilities.	Relevant attendees	<ul style="list-style-type: none"> <li>• Bookings for events include requirements of group leaders/schools to notify of any issues that may affect safety e.g. ability to evacuate effectively.</li> <li>• Suitable control measures and support agreed prior to the event, ideally, or on arrival if necessary.</li> <li>• Group leaders responsible for providing suitable supervision and support for such attendees.</li> <li>• Quiet room may be available, or the children's area at the back of the Minster, includes use of toys and books.</li> </ul>					
<b>Other events / activities, which include risks not entered above:</b>							
Transmission of infectious diseases	Staff, volunteers, pupils	<ul style="list-style-type: none"> <li>• School inform Education dept of any school outbreak. Each visit will be risk assessed individually.</li> <li>• Control measures implemented in line with current government guidelines</li> </ul>	L1 S1-2 low				



## 2.6 Risk assessment calculator

### Likelihood

The likelihood of something happening can be graded as:

- 1** = Low (seldom)
- 2** = Medium (frequently)
- 3** = High (certain or near certain)

### Severity

The severity of injury if something does happen can be graded as:

- 1** = Low (minor cuts and bruises)
- 2** = Medium (serious injury or incapacitated for 3 days or more)
- 3** = High (fatality or a number of persons seriously injured)

		3	3	6	9	
<b>Likelihood</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>		
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>		
		<b>1</b>	<b>2</b>	<b>3</b>		
					<b>Severity</b>	

1 – 2 = low priority  
3 – 4 = medium priority