

General Risk Assessment

Area Assessed: **The Minster (for Children's Education Department)**

Assessors: Emma Anderton and Diana Ives

Ser No:

Date: 9/5/2012

Review Date: 9/5/2013

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
Child Protection	Pupils Possible injury or abuse	<ul style="list-style-type: none"> Volunteers receive annual C. P. training Pupils are never alone – always remaining part of a group and in the care of school adults. However schools should be aware that the Minster is open to the general public throughout the day. All staff and volunteers wear name badges All volunteers are checked with CRB for enhanced disclosure and these are renewed 3 yearly All schools visiting the Minster and/or the Great Hall or Trebeck Hall, should bring enough accompanying adults to supervise the children adequately. The supervising adults should remain in the building with the children at all times. 	L1 S3 RR3 MED	<ul style="list-style-type: none"> Continue ratio of pupils to school adults as per County Council Educational Visits Policy 			
Pupil lost or separated from group	Pupils Possible injury or abduction	<ul style="list-style-type: none"> School group divided into smaller groups Full list of schools attending is at hand Each group led by a trained volunteer and school adult where appropriate. (according to pupil age, ability and task 	L1 S3 RR3				

		<p>type)</p> <ul style="list-style-type: none"> • Manager has timetable 	MED				
On arrival and on entering the Minster and during the outside "tour" activity	<p>Pupils. Staff and other adults</p> <p>Possible trip, slip or fall and injury due to traffic</p>	<ul style="list-style-type: none"> • Buses park on the Minster side of the road so no road crossing necessary • External steps in good condition, have handrails and are painted with a white line • Gravestones may be uneven and children should be kept away from them 	<p>L1</p> <p>S2</p> <p>RR2</p> <p>LOW</p>	<ul style="list-style-type: none"> • Gravestones are checked 	Vergers	Annually	
Movement around the Minster building	<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"> • Access to higher parts of the building is not permitted • The stone floor is sound with no apparent trip hazards • All entrances and exits are wheelchair accessible and are not obstructed • All areas are wheelchair accessible except the Chapter House, the High Altar and the Pilgrim's Chapel • During maintenance work the hazardous areas are isolated and warning signs displayed • Children remain supervised by responsible adults at all times • Heavy doors to be held open by adults • Telephones are accessible and trained First Aiders on site at all times 	<p>L1</p> <p>S2</p> <p>RR2</p> <p>LOW</p>				

<p>During the children's activities – risk of injury or fire from use of candles, glue, scissors and needles</p>	<p>Pupils, staff and other adults</p>	<ul style="list-style-type: none"> • Close supervision of any use of candles and warnings of dangers • Activities are led by trained leaders and children are made aware of using needles safely and supported by other adults • Close supervision when children are using scissors and glue 	<p>L1 S2 RR2 LOW</p>				
<p>Electrical hazards</p>	<p>Pupils, staff and other adults</p>	<ul style="list-style-type: none"> • Leads and cables are covered with safety mats or situated overhead • All equipment is PAT tested 	<p>L1 S3 RR3 MED</p>	<ul style="list-style-type: none"> • • • Equipment PAT tested 	<p>KT</p>	<p>Annually</p>	
<p>Trips on steps</p>	<p>Pupils, staff and other adults</p>	<ul style="list-style-type: none"> • Volunteers draw attention to steps at activities in the Sanctuary, Chapter House, Screen, Choir, Bread Pews, Pilgrim Chapel and Great Hall 	<p>L1 S1 RR1 LOW</p>				

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
Likelihood	3	2	4	6	6
	2	1	2	3	3
	1	1	2	3	3
		1	2	3	3

Risk rating

- 1 – 2 = low priority
- 3 – 4 = medium priority
- 6 – 9 = high priority

Severity