

General Risk Assessment

Area Assessed: **Great Hall & Trebeck (for children's education visits)**

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
Movement around the Minster buildings	Pupils Risk of a trip, slip or fall and trapped fingers	<ul style="list-style-type: none"> The Great Hall has no disabled access There are steep stone steps which are fully marked and hand railed. Children should ascend walking. Trebeck Hall has disabled access but no toilet facilities for the disabled. There are facilities at the Refectory and keys are available from the vergers if closed Both venues have heavy doors which should be held open or fixed back where appropriate, by adults 	L1 S1 RR2 LOW	<ul style="list-style-type: none"> A notice put up at Trebeck detailing the toilet facilities at the Refectory and that keys are available from the vergers if closed 	SW		May 12
Child Protection	Pupils Risk of injury, abuse or abduction	<ul style="list-style-type: none"> Children are never alone with volunteers, always remaining part of a group. School adults must stay in the building with their group and remain responsible for them at all times. Volunteers are checked with CRB requiring "enhanced disclosure" and these are renewed every 3 years All staff and volunteers wear name badges 	L1 S3 RR3 MED	<ul style="list-style-type: none"> Liaise with Diocesan Safeguarding Officer 	SW	As req'd	

Electrical hazards and heating	Pupils, staff and other adults	<ul style="list-style-type: none"> • All radiators have guards and there are notices advising action to prevent injury • All wiring is covered or hidden behind furniture • All equipment is PAT tested 	L1 S2 RR2 LOW	<ul style="list-style-type: none"> • Equipment to be PAT tested 	Cathedral Administrator	Annually	
		<ul style="list-style-type: none"> • 		<ul style="list-style-type: none"> • 			

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	
	2	1	2	3	
	1	1	2	3	
		1	2	3	

Risk rating

Severity

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