



General Risk Assessment

Area Assessed: Liverpool Cathedral (for Education Department)

Assessor: Jackie Dean

Date 13.3.15

Review Date: 13.3.16

This risk assessment is provided to assist school groups with planning their visit to Liverpool 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. Schools intending to take pupils to the Elizabeth Hoare Embroidery Gallery and Tower must inform parents/guardians of the risks associated with the climb and obtain permission to take pupils to these areas, (see Tower Risk Assessment and forms).

Before the tours begin a safety briefing will be given by the leader. This will include:

- 1. Expectations of behaviour – Reminder of place of worship**
- 2. Potential hazards to look out for**
- 3. Instructions to hold the rail at all times, keep to the wider edge of the steps, remain quiet and calm.**
- 4. No running**
- 5. Staying as a group**
- 6. Reminders of these will be given during the tour at appropriate moments.**

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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	<ul style="list-style-type: none"> Volunteers receive annual CP training Pupils are never alone – always remaining part of a group and in the care of school adults All staff and volunteers wear name badges All volunteers are checked with CRB for enhanced disclosure and these renewed 5 yearly 	L1 S3 RR3 MED	<ul style="list-style-type: none"> Continue ratio of pupils to school adults as per DFES guidelines 	School staff, Cathedral staff and volunteers		
Pupil lost or separated from group	Pupils possible injury or abduction	<ul style="list-style-type: none"> Education Officer has contact details of school School has full list of attendees Each group led by a trained volunteer and school adult School group divided into smaller groups, numbers known to Education Officer and volunteers Education Officer, volunteer and School leader has timetable Education Officer has radio contact with constables CCTV in operation 	L1 S3 RR3 MED	<ul style="list-style-type: none"> Continue ratio of pupils to school adults as per DFES guidelines 	School staff, Cathedral staff and volunteers		
On arrival at Cathedral and before entering the main doors	<p>Pupils, staff and other adults</p> <p>Possible trip, slip or fall and</p>	<ul style="list-style-type: none"> Buses park on the road near pavement (oratory) Children guided across the road in front of the Cathedral to the pedestrian path 	L1 S3 RR3	<ul style="list-style-type: none"> Continue ratio of pupils to school adults as per DFES guidelines 	School staff		

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	injury due to traffic	<ul style="list-style-type: none"> External steps in good condition, have handrails. 	MED				
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	<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 (except on some occasions access to Dulverton Bridge) The stone floor is sound with no apparent trip hazards All entrances and exits (except Lady Chapel, Chapter House, Tower, Embroidery Gallery) are wheelchair accessible and are not obstructed 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 by adults at all times Inspection carried out to assess quality of light in dimly lit areas before school arrives Telephones are accessible and trained First Aiders on site at all times 	<p>L1</p> <p>S2</p> <p>RR2</p> <p>LOW</p>	<ul style="list-style-type: none"> School staff to bring own first Aid kit 	School staff, Cathedral staff and volunteers		
Toilet provision	Pupils	<ul style="list-style-type: none"> Schools are offered the use of the first floor toilets. Doors to toilet cubicles can be heavy and shut fast. Teacher and pupils are warned before use. 	<p>L1</p> <p>S 2</p> <p>RR2</p> <p>LOW</p>	<ul style="list-style-type: none"> School staff to check and supervise toilet 	School staff		

During the children's activities – risk of injury from use of glue, scissors	Pupils	<ul style="list-style-type: none"> Activities are led by trained leaders and children are made aware of using scissors safely and supported by other adults Close supervision when using scissors and glue 	L1 S2 RR2 LOW	<ul style="list-style-type: none"> Staff to support children with activities 	School staff, Cathedral staff and 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"> Cathedral staff and volunteers light candles If schools choose to allow pupils to light a candle there must be close supervision and warnings of dangers Inform staff of fire and evacuation procedures on arrival 	L1 S2 RR2 LOW	<ul style="list-style-type: none"> Staff to support children Cathedral staff and volunteers 	School staff, Cathedral staff and volunteers		
Electrical hazards	Pupils, staff and other adults	<ul style="list-style-type: none"> Leads and cables are covered with safety mats or situated overhead. This also includes large Cathedral events All equipment PAT tested No unauthorised people allowed in kitchen area 	L1 S3 RR3 MED	<ul style="list-style-type: none"> Equipment PAT tested Extra care to be taken for corporate and large events as extra wires and cables 	PF School staff, Cathedral staff	Annually	
Trips on steps	Pupils, staff and other adults	<ul style="list-style-type: none"> Volunteers draw attention to steps at activities in the Well, Baptistry, Chancel, High Altar, Chapter House, 	L1 S1	<ul style="list-style-type: none"> School staff to ensure pupils in single file 	School staff, Cathedral staff and		

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		Lady Chapel, Lady Chapel balcony, Education rooms, Toilets, Western Rooms <ul style="list-style-type: none"> • Most steps have handrails and some are painted 	RR1 LOW		volunteers		
Tower		See additional sheet					

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Dulverton Bridge	Pupils, staff and other adults Fear of heights	<ul style="list-style-type: none"> • Gate is locked at all times • Pupils only taken up with agreement from school staff • Volunteers draw attention to height, steps • Each group led by a trained volunteer and school adult • Pupils to ascend and descend in single file holding the hand rail • At top pupils stay a safe distance from the rail 	L1 S2 RR4 MED	<ul style="list-style-type: none"> • School staff to ensure pupils in single file 			
Film Theatre and Film	Pupils, staff and other adults Fear of dark, dizziness	<ul style="list-style-type: none"> • Each group led by a trained volunteer and school adult • Pupils enter theatre via two flights of stairs • Disabled access via lift 	L1 S1 RR1				

		<ul style="list-style-type: none"> • Prior warning of darkness and swooping given 	LOW				
Concert Room & Radcliffe Learning Centre	Pupils, staff and other adults	<ul style="list-style-type: none"> • Each group led by a trained volunteer and school adult • Access gained via stairs or lift • Isolated corridor away from main public area, pupils never left alone 	L1 S1 RR1 LOW				

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Personal belongings	Pupils, staff and other adults	<ul style="list-style-type: none"> • It is strongly advised that valuables are kept with the owner at all times. • Personal property remains the responsibility of individuals 	L1 RR1 LOW				
First Aid provision	Pupils, staff and other adults	<ul style="list-style-type: none"> • First Aid staff present in Cathedral • First Aid boxes in various locations • Education Officer has radio contact for constables • Contact of Emergency Services through Constable Lodge ONLY 		<ul style="list-style-type: none"> • Schools should bring their own first aid box on a visit 			
Vestment workshop	Pupils, staff and other adults	<ul style="list-style-type: none"> • Each group led by a trained volunteer • Pupils warned about being careful 	L1 S1				

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	Trip hazard	when wearing vestments All children chosen to carry a candle in the procession are supervised by an adult	RR1 LOW				
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