



## General Risk Assessment

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

**Assessor:** Yvonne Pearson

**Date** 1.3.24

**Review Date:** 1.3.25

**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"> <li>Volunteers receive annual CP training, Basic and foundation level training is renewed every 3 years</li> <li>Pupils are never alone – always remaining part of a group and in the care of school adults</li> <li>All staff and volunteers wear name badges</li> <li>All volunteers are checked with DBS for enhanced disclosure and these renewed 3 yearly.</li> <li>Volunteers adhere to Cathedral safer working policies and are informed of any updates.</li> <li>Visiting school follow their school safeguarding policy</li> </ul>	L1 S3 RR3 <b>MED</b>	<ul style="list-style-type: none"> <li>Continue ratio of pupils to school adults as per DFES guidelines</li> </ul>	School staff, Cathedral staff and volunteers		
Pupil lost or separated from group	Pupils possible injury or abduction	<ul style="list-style-type: none"> <li>Education Officer has contact details of school</li> <li>School has full list of attendees</li> <li>Each group led by a trained volunteer and school adult</li> <li>School group divided into smaller groups, numbers known to Education Officer and volunteers</li> <li>Education Officer, volunteer and School leader has timetable</li> </ul>	L1 S3 RR3	<ul style="list-style-type: none"> <li>Continue ratio of pupils to school adults as per DFES guidelines</li> </ul>	School staff, Cathedral staff and volunteers YP		

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		<ul style="list-style-type: none"> <li>Education Officer and education workshop leaders have phone contact with constables</li> <li>CCTV in operation</li> <li>Education team will follow the current Lost/found child SWP</li> </ul>	<b>MED</b>				
On arrival at Cathedral and before entering the main doors	<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"> <li>Buses park on the road near pavement (oratory)</li> <li>Children guided across the road in front of the Cathedral to the pedestrian path</li> <li>External steps in good condition, have handrails.</li> </ul>	<p>L1</p> <p>S3</p> <p>RR3</p> <p><b>MED</b></p>	<ul style="list-style-type: none"> <li>Continue ratio of pupils to school adults as per DFES guidelines</li> </ul>	School staff		
<b>What are the hazards?</b>	<b>Who could be harmed and how?</b>	<b>What are the control measures?</b>	<b>Risk Rating</b>	<b>What further actions are required?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Date completed</b>

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<p>Movement around the Cathedral 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>• Access to higher parts of the building is not permitted ( except on some occasions access to Dulverton Bridge)</li> <li>• The stone floor is sound with no apparent trip hazards</li> <li>• All entrances and exits ( except Lady Chapel, Chapter House, Tower, Embroidery Gallery) are wheelchair accessible and are not obstructed</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>• Heavy doors to be held by adults at all times</li> <li>• Inspection carried out to assess quality of light in dimly lit areas before school arrives</li> <li>• Telephones are accessible and trained First Aiders on site at all times</li> </ul>	<p>L1</p> <p>S2</p> <p>RR2</p> <p><b>LOW</b></p>	<ul style="list-style-type: none"> <li>• School staff to bring own first Aid kit and First Aider</li> <li>• YP first aid trained January 2023</li> </ul>	<p>School staff, Cathedral staff and volunteers</p> <p>YP to check areas for hazards on school visit days.</p>		
<p>Toilet provision</p>	<p>Pupils</p>	<ul style="list-style-type: none"> <li>• Schools are offered the use of the first floor toilets.</li> <li>• Doors to toilet cubicles can be heavy and shut fast. Teacher and pupils are warned before use.</li> <li>• Education officer to inform schools on arrival about checking the toilets before and after use.</li> <li>• Education team follow the Cathedral's Escorting children to the toilet SWP.</li> </ul>	<p>L1</p> <p>S 2</p> <p>RR2</p> <p><b>LOW</b></p>	<ul style="list-style-type: none"> <li>• School staff to check and supervise toilet</li> <li>• Teacher <b>must</b> check toilets before and after use</li> <li>• YP to make sure signs are in place and visible.</li> </ul>	<p>School staff</p> <p>YP</p>		

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		<ul style="list-style-type: none"> <li>Signs advising upstairs toilets are closed are to be displayed when schools are in the building. Schools are told to ignore these. Education officer will re-direct general public to ground floor facilities at start of school lunch break.</li> </ul>					
During the children's activities – risk of injury from use of glue, scissors	Pupils	<ul style="list-style-type: none"> <li>Activities are led by trained leaders and children are made aware of using scissors safely and supported by other adults</li> <li>Close supervision when using scissors and glue</li> </ul>	L1 S 2 RR2 LOW	<ul style="list-style-type: none"> <li>Staff to support children with activities</li> </ul>	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"> <li>Cathedral staff and volunteers light candles</li> <li>If schools choose to allow pupils to light a candle there must be close supervision and warnings of dangers</li> </ul>	L1 S2 RR2	School staff, Cathedral staff and volunteers					
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Dulverton Bridge	Pupils, staff and other adults  Fear of heights	<ul style="list-style-type: none"> <li>also includes large Cathedral events</li> <li>Gate is locked at all times</li> <li>Pupils to avoid Education department cables and leads during Lady Chapel celebrations.</li> <li>Pupils only taken up with agreement from school staff</li> <li>Volunteers draw attention to height, steps</li> <li>All equipment PAT tested</li> <li>No unauthorised people allowed in kitchen area</li> <li>Each group led by a trained volunteer and school adult</li> </ul>	S3 L1  RR3  <b>MED</b> S2	<ul style="list-style-type: none"> <li>School staff to house staff in single file</li> <li>Cathedral staff</li> </ul>					
Trips on steps	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>Volunteers draw attention to steps at activities in the Well, Baptistery, Chancel, High Altar, Chapter House, Lady Chapel, Lady Chapel staircase</li> <li>Each group stay a safe distance from the rail</li> <li>Education rooms, Toilets, Western Rooms</li> <li>Most steps have handrails and some are painted</li> </ul>	L1 RR4 S1  <b>MED</b> <b>LOW</b>	School staff, Cathedral staff and volunteers					
Concert Room, Dining room & Radcliffe Learning Centre	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>Each group led by a trained volunteer and school adult</li> </ul>	S1  RR1  <b>LOW</b>						
	Pupils, staff and other adults	<ul style="list-style-type: none"> <li>Access gained via stairs or lift</li> <li>Isolated corridor away from main public area, pupils never left alone</li> </ul>	S1  RR1  <b>LOW</b>						

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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> <li>Schools' lunches and/or coats, may be locked in concert room or stored in boxes in a locked room (board room or education office)</li> </ul>	L1 RR1 <b>LOW</b>				
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> <li>Education Officer and volunteers have phone contact for constables.</li> <li>Contact of Emergency Services through Constable Lodge <b>ONLY</b></li> </ul>		<ul style="list-style-type: none"> <li>Schools should bring their own first aid box and First Aider on a visit</li> </ul>			
Vestment workshop	Pupils, staff and other adults  Trip hazard	<ul style="list-style-type: none"> <li>Each group led by a trained volunteer and chaperoned by ed team member.</li> <li>Pupils warned about being careful when wearing vestments</li> </ul> <p>All children chosen to carry a candle in the procession are supervised by an adult</p>	L1 S1 RR1 <b>LOW</b>				

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