

CHICHESTER CATHEDRAL RISK ASSESSMENT GUIDELINES/ ADVICE FOR VISITS – JAN 2018

The following advice grid is here to assist you with your planning. It is not intended to replace your own risk assessment but will hopefully help you to compile it. Please refer to your own organisation’s guidelines. We strongly recommend that the member of staff organising your visit makes a preparation visit to the Cathedral, well in advance, in order to carry out their risk assessment. This should include the journey to and from the Cathedral.

LOCATION	IDENTIFY ALL FORSEEABLE HAZARDS:	IDENTIFY WHO IS AT RISK:	APPLY A RISK RATING:	IDENTIFY CONTROL MEASURES:	REVISE RISK RATING:
Cloisters Cathedral Paving around Cathedral Stairs and entrance to Chagall Room in Learning and Engagement Centre	Tripping hazard due to uneven surfaces – floors, disabled ramps, worn and uneven steps and raised tombs. Injuries include: Cuts, Bruising, Fractures, Unconsciousness etc.	Children, young people, adults (visitors, volunteers and staff)	HIGH	<ul style="list-style-type: none"> • Visitors to be warned beforehand and on arrival • Give verbal advice to walk, not run • Give additional warning before entering an area which is particularly uneven 	LOW
Cloisters Cathedral Paving around Cathedral	Slipping due to worn surfaces – floors, worn and uneven steps and wet surfaces. Injuries include: Cuts, Bruising, Fractures, Unconsciousness etc.	Children, young people, adults (visitors, volunteers and staff)	HIGH	<ul style="list-style-type: none"> • Visitors to be warned beforehand and on arrival • Give verbal advice to walk, not run • Give additional warning before entering an area which is particularly slippery • Groups to always be under adult supervision • All spilt liquids will be treated as soon as possible, wet rooms are self contained as not to allow leakage of water • Sink basins must not be left in a condition as to overflow 	LOW

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Cloisters Cathedral Paving around Cathedral and Learning and Engagement Centre	Slipping due to the build-up of ice and snow. Injuries can include: Bruising, Cuts, Fractures, and Unconsciousness.	Children, young people, adults (visitors, volunteers and staff)	HIGH	<ul style="list-style-type: none"> All walkways will be treated with salt granules during freezing weather conditions. Where the build-up of snow is evident the snow will be cleared as soon as possible and salt granules applied. Where required signage warning of slippage will be considered. Give additional warning before entering an area known to be slippery due to weather conditions. 	LOW
Cloisters Cathedral Stairs to Cathedral Library and Song School Learning and Engagement Centre	Slipping or tripping due to low lighting, difficult to see steps etc. Injuries can include: Cuts, Bruising, Fractures, Unconsciousness etc.	Children, young people, adults (visitors, volunteers and staff)	MEDIUM	<ul style="list-style-type: none"> Lighting is sufficiently bright to ensure safety Handrails are provided in areas such as access to Cathedral library and Song School. Staff to be at front and rear of group. The steps located under the Arundel Screen are difficult to see in certain light levels and by the location of the steps distraction may occur due to the visitor interest in the surroundings. So verbal warning to be given by adult with the group. 	LOW
Cathedral Learning and Engagement Centre	Tripping due to trailing extension leads. Injuries can include: Cuts, Bruising, Fractures, Unconsciousness etc.	Children, young people, adults (visitors, volunteers and staff)	MEDIUM	<ul style="list-style-type: none"> Trailing extension leads will not be left in a position that may result in a tripping hazard. Extension leads that may cross walkways and road ways will be secured with rubber securing strips designed to alert others as to its presence. Appropriate signage will be placed to warn of the hazard. Give additional warning before entering an area known to have trailing extension leads. 	LOW

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Cathedral Learning and Engagement Centre	Tripping, slipping on loose carpets. Injuries can include: Cuts, Bruising, Fractures, Unconsciousness etc.	Children, young people, adults (visitors, volunteers and staff)	MEDIUM	<ul style="list-style-type: none"> All carpeted areas will be maintained in a safe condition and secure. All carpets located in doorways will be secured. 	LOW
Cathedral Eastern Arm	Heavy wooden and glass doors Injuries can include: trapped fingers, cuts, bruises	Children, young people, adults (visitors, volunteers and staff)	MEDIUM	<ul style="list-style-type: none"> Warn on arrival and on use Ensure if propped open for use that this is done safely and securely 	LOW
Cathedral Cloisters Public toilets Canon Lane Cathedral precincts	Public area – unknown adults Stranger Danger	Children and young people	MEDIUM	<ul style="list-style-type: none"> Visitors to be warned beforehand and on arrival that the Cathedral is a public space and to be advised about stranger danger 	LOW
Cathedral Learning and Engagement Centre	Electric floor level sockets Injuries can include electric shock or trapping of fingers	Children and young people	MEDIUM	<ul style="list-style-type: none"> Advise not to touch electric sockets 	LOW

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Cathedral	Burning candles Injuries can include burns to skin, hair or clothes	Children, young people, adults (visitors, volunteers and staff)	MEDIUM	<ul style="list-style-type: none"> Warning to be given when near lit candles in the Cathedral Eg at St Richard's shrine and outside St Clements Chapel Children not to light candles Adults to light candles If used as part of interactive tour, children to be seated with space in between in a circle with all hair tied back and loose clothing anchored. Children to be given safety talk first. Adult to light the candles. Children to hold candles upright with cardboard hand protector to stop wax running down and burning skin. Fire blanket and/or sand bucket to be available nearby Check First Aid Kits available either with staff or Vergers 	LOW
Cathedral Learning and Engagement Centre	Fire Injuries can include burns, smoke inhalation, unconsciousness, death	Children, young people, adults (visitors, volunteers and staff)	High	<ul style="list-style-type: none"> Inform on arrival about fire evacuation procedures should the fire alarms go off in either the Cathedral or L + E Centre Inform about fire exits Follow procedures in event of a fire or a need to evacuate the building (s) 	LOW

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Learning and Engagement Centre – Drama Room	Changing into costumes Safeguarding Issues	Children, young people	MEDIUM	<ul style="list-style-type: none"> • L + E Volunteers to follow Safeguarding Procedures relating to Safe touch – see below • Before helping to change check the child/vulnerable adult would like help and explain what you are going to do. <p><i>Safe touch Guidelines:</i> <i>AVOID physical contact with a child or vulnerable adult (e.g. to help with dressing up). Be aware that a brief touch on the shoulder or arm is acceptable but not a touch on any other area of the body.</i> <i>BE AWARE that SAFE TOUCH as outlined by the NSPCC is as follows:</i></p> <ul style="list-style-type: none"> - <i>NECESSARY: Are you sure that demonstration or verbal instruction is not adequate?</i> - <i>PERMITTED: Permission for contact has been sought and given. Ask if you can touch and accept permission may be refused</i> - <i>CLEAR: Tell the child or young person where you are going to touch and how you will touch</i> - <i>CONTEXTUAL: Explain why you are going to touch</i> 	LOW

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South West lawn Grass outside Learning and Engagement Centre	Uneven areas with raised tomb stones Allergies to plants/pollen Open to general public Falls or trips causing cuts, bruising, broken bones or bumped heads or allergic reactions Safeguarding issues	Children, young people, adults (visitors, volunteers and staff)	MEDIUM	<ul style="list-style-type: none"> • Advise in advance of hazards • Ensure staff have epi pens for those needing them for allergies 	LOW