

Chichester Cathedral's Guidelines for School Risk Assessment

Chichester Cathedral is an ancient building with many potentially dangerous hazards. These may include building, restoration, maintenance, exhibitions and other events. We encourage all schools to conduct individual Risk Assessments, and hope 'Chichester Cathedral's Suggested Guidelines for Schools' Risk Assessment' are helpful in this.

It must be made clear at all times that the overall responsibility of care lies within the school and teachers in charge of the group. Having made every possible safety provision within reason, owing to age and condition of the buildings visited, the overall responsibility of care is not the responsibility of the Dean and Chapter of Chichester Cathedral. However, it is the view of the Dean and Chapter that a visit to Chichester Cathedral and Learning and Engagement Department's classrooms should be considered A LOW RISK VISIT, posing little danger to pupils or staff.

The Dean and Chapter of Chichester Cathedral has Public Liability insurance cover for £10,000,000.

CHICHESTER CATHEDRAL GUIDELINES FOR SCHOOL RISK ASSESSMENT

Assessment performed by	Cathedral Head of Learning and Engagement
Event	School Visit to Chichester Cathedral
Employer	Dean and Chapter of Chichester Cathedral

Likelihood 1-5 (1 = least likely, 5 = most likely) Severity 1-5 (1 = least, 5 = greatest impact)

NB: Please note that these are only guidelines. Schools need to do their own Risk Assessment

Potential Risk	Who is at risk	Likelihood	Severity	Risk Score	Action	By whom	Likelihood after action	Impact after action	Risk Score
Uneven and slippery floors	All	2	2	4 LOW	Warn all before visit and on arrival	School staff / L&E Dept. staff	1	1	1 LOW
Worn and uneven steps	All	2	2	4 LOW	Warn all on arrival	School staff / L&E Dept. staff	1	1	1 LOW

Disabled ramps	All	2	2	4 LOW	Warn all on arrival	School staff/ L&E Dept. staff	1	1	1 LOW
Heavy doors	All	2	2	4 LOW	Warn all on arrival and on use	School staff/ L&E Dept. staff	1	1	1 LOW
Burning candles	All	2	2	4 LOW	Warn all when near hazard. Only Education Dept. staff /Member of school staff to light Candles	School Staff/ L&E Department staff	1	1	1 LOW
Poorly lit areas	All	1	2	2 LOW	Warn all when in such areas	L&E Dept. staff	1	1	1 LOW
Trailing wires	All	1	2	2 LOW	Warn all when hazard is present	L&E Dept. staff	1	1	1 LOW
Fire	All	1	2	2 LOW	Inform staff about fire exits and regulations before visit and on arrival	L&E Dept. staff	1	1	1 LOW
Cramped cloakroom conditions in 1 St Faiths	All	1	1	1 LOW	Warn all when in the area	L&E Dept. staff	1	1	1 LOW

Drama workshops in 1 St Faiths / pupils in costumes on stairs	All	1	2	2 LOW	Warn all when in the area	L&E Department staff/ School Staff	2	2	4 LOW
Workshop activities	Pupils	1	1	1 LOW	Appropriate care and supervision	School staff/ L&E Dept. staff	1	1	1 LOW
Education Lawn / adjacent trees... See Note 1	Pupils	1	1	1 LOW	Appropriate care and supervision	School staff/	1	1	1 LOW
Public access near the Education Centre See Note 2	All	2	3	6 LOW	Warn all when in the area Appropriate care and supervision	School staff/ L&E Dept. staff	2	2	2 LOW
Occasional Library / Song School access. Steep spiral staircase, narrow steps, small spaces	All	2	3	6 LOW	Staff front and back, handrail, verbal warnings of hazards	L&E Dept. staff/ school staff	2	2	4 LOW
Vicars' Hall staircase to first floor	All	2	2	4 LOW	Staff front and back, handrail, verbal warnings of hazards.	L&E Dept. staff/ school staff	1	1	1 LOW
Vicars' Hall	All	2	2	4	Warn all when in	L&E	1	1	1

Large low window at far end				LOW	the area	Dept. staff/ school staff			LOW
Arundel Screen climbing the steps	All	2	2	6 LOW	Warn all before visit and on arrival. Staff front and back, handrail, verbal warnings of hazards	L&E staff/ school staff	2	2	4 LOW
Arundel Screen low arch over entrance to screen	All	2	2	6 LOW	Warn all before visit and on arrival. Staff front and back, verbal warnings of hazards	L&E staff/ school staff	2	2	4 LOW
Arundel Screen main floor	All	2	2	6 LOW	Warn all before visit and on arrival. Staff front and back, verbal warnings of hazards. Nobody should attempt to climb any higher than on the main floor	L&E staff/ school staff	2	2	4 LOW
Arundel Screen, parapet	All	2	2	6 LOW	Warn all before visit and on arrival. Care must be taken not to place cameras or	School Staff	2	2	4 LOW

					<p>any equipment on the parapet in case it falls over. Care must be taken not to climb to get better views (see above) and risk falling over the edge</p>				
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Note 1

Chichester Cathedral is located in very attractive grounds with many specialist shrubs, plants and trees. All the trees are protected species and the mulberries are many centuries old. We are lucky to have an allocated area of lawn available for use by visiting schools and this is bordered by flower beds and protected mulberry trees. We ask all teachers and school staff to supervise their groups closely especially during breaks and lunchtimes.

Note 2

The Education Centre is based at 1 St Faith's, which faces onto Cathedral Green, a large public area. There is a risk of public access and staff should take especial care when supervising their groups especially during breaks and lunchtimes.

Chichester Cathedral - Risk Assessment Rationale

Severity Rating

Hazard Effect (consequence)

- 5 Death or permanent incapacity/widespread loss
- 4 Serious injury/long term sickness/serious loss
- 3 Reportable injury or illness/temporary incapacity/moderate loss
- 2 Minor injury or illness/first aid only/slight loss/work restriction
- 1 No injury or illness/no loss

Likelihood Rating

Probability

- 5 Will invariably happen/almost certain
- 4 Very likely to happen
- 2 Possible/even chance
- 1 Unlikely to happen
- 1 Negligible/improbable

Total Risk Factor = Severity multiplied by Likelihood

Action to be taken

Score

Action

5	4	3	2	1
25	20	15	10	5
20	16	12	8	4
15	12	9	6	3
10	8	6	4	2
5	4	3	2	1

- 20-25 Unacceptable risk requiring immediate action...
- 15-20 Action as soon as possible but certainly within 2 weeks of event...
- 9-15 Action as soon as possible but certainly within 1 week of event.....
- 3-9 Further reduction may not be feasible or economical but if it is action before event....

1-2 No further action required

Severity X Likelihood (Probability)

Likelihood

Severity