

RISK ASSESSMENT - EDUCATION DEPARTMENT



Principle Legal Requirement: Health & Safety at Work Act 1974

Activity Undertaking:	Location:	Assessor Name:	Date:	Signature of Assessor:	
S = Severity	Death = 5	Major = 4	More than 7 days = 3	Up to 3 days major injury = 2	Trivial injury = 1
L = Likelihood Factor					
DR = Degree of risk	Certain = 5	Highly likely = 4	Likely = 3	Possible = 2	Remote = 1

Activity	People at Risk	Significant hazards	Risk			Risk control measure	Residual Risk		
			L	S	DR		L	S	DR
Emergency Planning	Teachers/ students/any participants Education & D& C Staff Audience/ Visitors Emergency service personnel Disabled persons, increased risk	Fire & other emergencies	2	5	10	<ul style="list-style-type: none"> The Cathedral uses smoke detection and air sampling systems to monitor and detect any possible fire, which is supervised by the Cathedral security staff 24 hours a day. Fire fighting appliances are located in strategic places around the Cathedral and the vergers are trained in their use. In an emergency the vergers will take leading roles as marshals, with clear procedures for calling the fire and rescue services. Cathedral Education Centre staff will direct teachers to nearest exits. Teachers will be responsible for accounting for all the students being evacuated in their school party. Event organisers must notify the D&C if any additional fire hazards will be introduced as a result of their activities, eg naked flames, flammable liquids or significant quantities of combustibles Pyrotechnics are not permitted inside any Dean or Chapter buildings Smoke devices are not to be used without prior permission of the D&C All other emergencies will be controlled by D&C staff and event organisers are expected to follow their instructions 	1	3	3

Activity	People at Risk	Significant hazards	Risk			Risk control measure	Residual Risk		
			L	S	DR		L	S	DR
Emergency - First Aid	Teachers/ students/any participants Education & D& C Staff Audience/ Visitors Emergency service personnel Disabled persons, increased risk	Evacuation Delay in receiving first aid	3	3	9	<ul style="list-style-type: none"> • All participants and staff to follow D&C instructions on evacuation routes and process • Vergers to check that escape routes are unobstructed and unlocked before event begins • D&C staff (including vergers) will prepare seating & equipment for event ensuring emergency routes are clear as required • Educational staff/organisers are not to block or obstruct routes - should any changes to staging or equipment be required then vergers must be consulted • Educational staff should notify vergers of any expected disabled assistance that may be required • Where loose seating is used, sufficient numbers and widths of corridors to be provided so that the exits can be easily reached • The D&C have first aid trained personnel/ equipment on site, briefed on first aid arrangements, procedures for calling an ambulance and details of the nearest accident and emergency department • Event organisers should consider whether external existence is required (ie St Johns Ambulance/ Red Cross) and inform D&C for co-operation purposes 	2	3	6

Activity	People at Risk	Significant hazards	Risk			Risk control measure	Residual Risk		
			L	S	DR		L	S	DR
Access into, out of and around the venue	Teachers/ students/any participants Education & D& C Staff Disabled persons, increased risk	Slipping and tripping hazards Road safety in Cathedral Close Road safety in visit to St Oswald's Priory Hazard regarding Interpretation stone blocks (outside Number 4, College Green). Risk of injury if Children climb over or jump off these.	3	3	9	<ul style="list-style-type: none"> The general housekeeping of the Cathedral including access routes is checked prior to opening D&C staff will monitor housekeeping including preparations and packing up D&C staff to be briefed in the importance of dealing with slip and trip hazards as they arise Cables to be routed and, where necessary taped down or covered to avoid a tripping hazard Educational staff should notify vergers of any disabled assistance that may be required In snow/icy conditions sand/salt will be laid to reduce slipping in hazard by vergers Visitors will be reminded to take care on cloister floors if wet. Visitors will be reminded to take care on uneven surfaces, stone steps, not to climb on interpretation blocks etc If in costume, visitors will be reminded to hold up their clothes when on steps When walking around Cathedral Close, students will be reminded to look out for vehicles and teaching staff from their school will be responsible for their behaviour and safety. When walking to St Oswald's and back educational staff will wear high-vis jackets and stand in the road when students are crossing. Teaching staff from their school will be responsible for their behaviour and safety on the roads. 	1	3	3

Activity	People at Risk	Significant hazards	Risk			Risk control measure	Residual Risk		
			L	S	DR		L	S	DR
Use of electronic equipment, such as an extension leads, lighting ,projectors, computers	Teachers/ students/any participants Education & D& C Staff Audience/ Visitors Disabled persons, increased risk	Electrical hazards: trailing cables	2	4	8	<ul style="list-style-type: none"> Electrical installation meets current IEE regulations and is tested as per legislation Electrical equipment being used is subject to a periodic inspection and test and should be labelled accordingly , i.e. portable equipment being brought into D&C property is subject to inspection by D&C electricians Temporary electrical supplies will be under control of the D&C electricians Extension leads to be fully unwound and not overloaded Extension leads to be safely routed and, where necessary, taped down, covered and hazard tape to reduce any tripping hazard Active monitoring by D&C staff that safety rules are followed 	1	4	4
Students getting lost whilst in Cathedral Close	Participating children/ students	Being separated from the rest of the group	3	1	3	<ul style="list-style-type: none"> Adequate supervision is provided Teaching staff are responsible for carrying out regular head counts Groups are kept to as small a group size as possible when moving around the Cathedral Groups are given enough time when moving from building to building to enable the group to stay together Ultimate responsibility for keeping each individual with the group remains with the teaching staff 	1	1	1
Accident occurring in the toilet areas	Participating children/ students		3	2	6	<ul style="list-style-type: none"> Groups are accompanied by a member of teaching staff and they are responsible for ensuring appropriate standards of behaviour 	1	2	2

Act ivity	People at Risk	Significant hazards	Risk			Risk control measure	Residual Risk		
			L	S	DR		L	S	DR
Allergic Reactions	Teachers/ students/any participants	Allergic reactions to herbs, glue other materials	2	2	4	<ul style="list-style-type: none"> Should any children have any allergies to herbs, types of glue or any other materials, the teaching staff will advise educational staff. Ultimately the teaching staff will be responsible for maintaining the safety of all students 	1	2	2
General Health & Safety	Teachers/ students/any participants Education & D& C Staff Audience/ Visitors Disabled persons, increased risk	Unknown hazards and risks presented at varying locations				<ul style="list-style-type: none"> Co-ordination between members of the D&C staff/event participants is required to help eliminate risks where possible and enable them to comply with statutory provisions 			