

St Asaph Cathedral -Risk Assessment – School Visits.

Hazard (s)	Location	Risk L / M / H	Severity L/M/H/S	Control Measures (see key following)
Uneven floor	The Nave	M	L-M	1,2
Sharp corners	Throughout – especially iron chest monuments presbytery stalls table in vestry cupboard doors	M	L-M	2 Cupboard doors to be kept closed.
Pew lights	Presbytery	L	M-H	1,2 Lights regularly checked and maintained in good order.
Hot water	Boiler in South Transept cupboard Hot Water Flasks at west end of nave	L	M	2 Cupboard kept closed. Flasks are kept closed.
Electrical sockets	Throughout	L	H-S	2 Sockets and wiring regularly checked and maintained in good order. Sockets left in off position
Steps	Side chapels, High altar, Dean's Library Round font Corridor to Elwy Room	L	M-H	1, 2 younger children specifically warned about steps Children to be accompanied on stairs. Children not to stand on steps during workshop
Organ Loft - Steps	Up to organ (also gaps between rails round organ loft)	L	M-H	1, 2 younger children specifically warned about steps. Children to be accompanied on stairs. Handrail fitted. Height - strict adult supervision required during organ workshop. Door to steps are locked when organist not present.
Wheelchair Ramp	South Transept, North Transept + Presbytery.	L	L	Usage to be supervised by school staff.
Chemicals (cleaning etc)	Cupboard in South Transept	L	H	2 Cupboard kept closed at all times.

Hazard (s)	Location	Risk L / M / H	Severity L/M/H/S	Control Measures (see key following)
Falling objects	Candle stands Flower stands-	L	M	2 High Altar Nave, South Transept, North Transept
Candles	North Aisle and Translators Chapel			2 1 to 1 supervision of lighting candles
Tower		L	S	Door to tower locked
Exit Doors	All doors Glass Porch – West End of Cathedral	L	M	1,2 Doors to be kept closed while children in the building. Glass doors open both ways, manifestations in place
Wet surfaces	Varying	L	L-M	1,2 as necessary Appropriate signage
Accidents				If an accident should occur please inform a member of the Cathedral staff immediately, First Aid cover is the responsibility of the school. All accidents must be entered in the Cathedral accident book.
Child Protection Cathedral Staff				All leaders and helpers are CRB enhanced cleared.
Child Protection Visitors				Please be aware the Cathedral is a public place and visitors are welcome to take photographs. Cathedral Staff will take all reasonable steps to discourage visitors from photographing workshops. We realise this may pose a problem if there any children on the at-risk register,.
Personal Belongings				The Cathedral is open to the public, please observe the need for security of personal belonging, teachers and helpers are requested to keep their bags with them at all times.

Additional Information:

Occasional displays and exhibitions will require individual risk assessment and appropriate action.

Assessment carried out by:

Name:	Mrs Anne Suter & Rev'd Val Rowlands	Date:	04/13
Signature:		Review Date:	04/14

In accordance with advice issued by the Health and Safety Executive "5 steps to risk assessment" INDG163 2003

Key.

Risk – refers to <i>likelihood</i> of occurrence, rated: low – unlikely to occur, medium – likely to occur occasionally high – likely to occur frequently.	Severity – refers to <i>significance</i> of occurrence, low – minor injury, requiring light first aid at most medium – injury requiring out-patient medical treatment high – risk of hospitalisation severe – risk of death
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Control Measures.

1. Children should be warned of dangers at initial introduction. Individual hazards noted and children asked not to run.
2. Visit leader, in partnership with workshop leaders and accompanying adults to closely monitor children and be aware of hazards.