

Risk assessment - topic/area covered	
Location(s):	York Minster
Department/staff:	Education & Participation
Tasks/activities:	Self-Guided School Group Visits
Other information:	

Risk assessment sign off					
Prepared by:	Will Burnham	Signature:	WB	Date:	09/06/2023
Reviewed by:	Ben Taylor	Signature:	BT	Date:	09/06/2023
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	High risk: 15-25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	Medium risk: 8-12		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings. 							
Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.								

General Points.

1. York Minster has 24 hour cover provided by York Minster Police.
2. First Aid support is provided via the Minster Police. Defibrillators are kept in the York Minster Police Office & at the top of the tower.
3. Injuries requiring more than York Minster First Aid attention will be dealt with by calling an ambulance.
4. Equipment in York Minster is Portable Appliance Tested (PAT) annually.
5. Learning Team attend a weekly Diary Meeting to ensure they are up to date with any works / factors which will affect the health and safety of booked groups of children.
6. This risk assessment will be reviewed annually.
7. Schools Risk Assessment is requested prior to visit to be reviewed by the Minster.
8. Key Contact details of lead teacher will be confirmed on the day.

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Members of the General Public are present in the same space as the groups of students.	Students, teachers	Group members may be abducted or attacked or distressed by the behaviour of other members of the public.	1	5	5	<ul style="list-style-type: none"> Teachers to supervise all students as well as having ultimate responsibility for those in their care. The maximum of a 10-1 Student to teacher ratios is adhered to and all teachers are aware of their responsibilities and stay with their group at all times. 1-1 Carers stay with the student they are supporting at all times. York Minster Police are on duty 24 hours a day to provide assistance if needed. Critical Response Training is provided to all Chapter staff. Video surveillance is recorded & monitored throughout the minster at all times by the Minster Police for public safety. Government threat level reviewed by staff & police daily. 	1	5	5
Student becoming separated from group/ lost	Students	Students may be become separated from their group	2	3	6	<ul style="list-style-type: none"> Teachers asked to supervise students as well as having ultimate responsibility for those in their care. The maximum of a 10-1 Student to teacher ratios as outlined in the pre-visit information is adhered to and all teachers are aware of their responsibilities and stay with their group at all times. 1-1 Carers stay with the student they are supporting at all times. 	2	2	4

						<ul style="list-style-type: none"> • York Minster Police, Shop and Host teams are equipped with radios & trained to identify and reunite lost students with their responsible adults. • All entrances and exits are manned at all times. Unaccompanied children are prohibited from leaving alone. 			
Steps, uneven floors & ramps	Students, teachers	Slips, trips, falls, bumps, bruises & minor breaks	2	3	6	<ul style="list-style-type: none"> • Hand rails, lighting & signage provided where possible • Dangerous areas are cordoned off to the public. • The group is made aware of hazards when they arrive. • Pre-Visit information is provided to schools to advising sensible shoes to be worn. 	2	2	4
Wheelchair Access around the Minster	Wheelchair Users	Uneven or unsuitable surfaces making wheelchair access difficult or dangerous	2	2	4	<ul style="list-style-type: none"> • All floors have been levelled as much as possible. • Signage is provided where flooring is uneven or potentially hazardous. • Regular reporting of relevant maintenance 	1	2	2
Candles with naked flames present in the Minster	Students, teachers	Burns	2	4	8	<ul style="list-style-type: none"> • Fire Blankets are located at each candle stand and extinguishers throughout the building • Members of Minster staff are first aid 	2	3	6
Inclement weather	Students, teachers	Slips, trips, falls, bumps, bruises & minor breaks	3	3	9	<ul style="list-style-type: none"> • Entrances & exits to be properly gritted and signed when relevant • Entrances & exits kept free of ice and snow • Entrances & exits closed off when weather is unsuitable. • Tower closed in the event of high winds etc. 	2	2	4

						<ul style="list-style-type: none"> Seating is provided throughout the building for those feeling faint in hot weather. 			
Dark areas, lower light levels in undercroft, crypt & treasury.	Students, teachers	Slips, trips, falls, bumps, bruises & minor breaks. Attack of Claustrophobia.	3	3	9	<ul style="list-style-type: none"> Hand rails, lighting & signage provided where possible. Good levels of lighting where possible. The self-guided tours do not necessitate entering dark areas and doing so would be voluntary. 	2	2	4
Maintenance work being carried out in public areas – access to machinery, falling masonry, electrical equipment.	Students, teachers	Slips, trips, falls, bumps, bruises, minor breaks, major breaks & head injuries.	2	5	10	<ul style="list-style-type: none"> All possible hazards are cordoned off and screened off if possible. Warning signs posted and areas of the minster closed to public access if necessary. Teachers and students advised of any maintenance and building work happening in the building that day. 	1	5	5
Fire/ Bomb Alarm. Evacuation as a result of fire / bomb alert / power cut.	Students, teachers	Slips, trips & falls from leaving building in haste. Claustrophobia, emotional distress/ anxiety of the situation.	1	3	3	<ul style="list-style-type: none"> Staff are trained and experienced in carrying out emergency evacuation of the Minster building. Minster Police will take control of the situation and co-ordinate with emergency services. The 10-1 ratio of teachers to students will ensure school all students are accounted for and kept under control. Teachers are reminded at the beginning of their visit to stay with their groups at all times to assist effective evacuation and the best way to evacuate. 	1	3	3

Access and use of Toilets	Students	Sole use of toilets cannot be guaranteed by the Minster. Students will be in the same space as members of the public.	1	5	5	<ul style="list-style-type: none"> • Single entrance/ exit to the toilet allows teachers to maintain control of access. • Separate accessible toilet can be used by groups to maintain safety if an issue. 	1	5	5