

This Risk Guidance Form has been created to assist schools in the creation of their own Risk Assessments of York Minster. **Schools are responsible for creating their own robust Risk Assessment based on the needs of their learners. This guidance should only be used to assist this process and not as a standalone Risk Assessment.**

| Activity | Persons at risk | Significant hazards | Risk control measures |
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| Members of the General Public are present in the same space as the groups of students. | All | Group members may be abducted or attacked or distressed by the behaviour of other members of the public. | <ul style="list-style-type: none"> • Teachers have ultimate responsibility for those in their care and must supervise students during their visit at all times. • 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 across the Minster by the Minster Police for public safety. • Government threat level reviewed by staff & police daily. |
| Student becoming separated from group/ lost | Pupils | Students may be become separated from their group | <ul style="list-style-type: none"> • Teachers have ultimate responsibility for those in their care and must supervise students during their visit at all times. • 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. • York Minster Police, Shop and Host teams are equipped with radios & trained to identify and reunite lost students with their responsible adults. • Entrances and exits are staffed at all times. Unaccompanied children are prohibited from leaving the building alone. |
| Steps, uneven floors & ramps | All | Slips, trips, falls, bumps, bruises & minor breaks | <ul style="list-style-type: none"> • Hand rails, lighting & signage provided where possible. • Hazardous areas are cordoned off to the public. • The group is made aware of hazards when they arrive as part of a safety briefing. • Pre-Visit information is provided to schools advising sensible shoes to be worn. |

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| Wheelchair Access around the Minster | Wheelchair Users | Uneven or unsuitable surfaces making wheelchair access difficult or dangerous | <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. • Daily reporting of relevant maintenance. |
| Candles with naked flames present in the Minster | All | Burns | <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 trained. • Pupils are made aware of lit candles around the Minster and guided away from them where necessary. |
| Inclement weather | All | Slips, trips, falls, bumps, bruises & minor breaks | <ul style="list-style-type: none"> • Entrances & exits are properly gritted and signed when relevant. • Entrances & exits are kept free of ice and snow. • Entrances & exits are closed off when weather is unsuitable. • Seating is provided throughout the building for those feeling faint in hot weather. |
| Dark areas, lower light levels in Undercroft, crypt & treasury. | All | Slips, trips, falls, bumps, bruises & minor breaks. Attack of Claustrophobia. | <ul style="list-style-type: none"> • Handrails, lighting & signage are provided where possible. • There are good levels of lighting where possible. • Ensure all groups entering the crypt know about the dark in advance and can plan for any students who do not wish to enter. |
| Maintenance work being carried out in public areas – access to machinery, falling masonry, electrical equipment. | All | Slips, trips, falls, bumps, bruises, minor breaks, major breaks & head injuries. | <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 as part of safety briefing. • If work needs to be carried out close to St Stephens Chapel an alternative venue might be sought if appropriate. |

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| <p>Fire/ Bomb Alarm.</p> <p>Evacuation as a result of fire / bomb alert / power cut.</p> | <p>All</p> | <p>Slips, trips & falls from leaving building in haste.</p> <p>Claustrophobia, emotional distress/ anxiety of the situation.</p> | <ul style="list-style-type: none"> • Staff are trained and experienced in carrying out emergency excavation of the Minster building. • Minster Police will take control of the situation and co-ordinate with emergency services. • Group to make sure staff to pupil ratios are appropriate for the needs of their group. • Teachers are reminded at the beginning of their visit to stay with their groups at all times to assist effective evacuation. |
| <p>Access and use of Toilets</p> | <p>Pupils</p> | <p>Sole use of toilets cannot be guaranteed by the Minster. Students will be in the same space as members of the public</p> | <ul style="list-style-type: none"> • There is a single entrance/exit to the toilet which allows teachers to maintain control of access. • There is a separate accessible toilet that can be used by groups to maintain safety if an issue. |
| <p>Burns from Radiators in St Stephens Chapel</p> | <p>All</p> | <p>Burns/ scalding from cast iron radiators in St. Stephens Chapel</p> | <ul style="list-style-type: none"> • Radiators are only to be used in cold weather. • All radiators to be covered or protected by chapel furniture or bespoke coverings. • Activities are not placed near radiators when they are in use. |
| <p>Participants injuring themselves on stone monuments in St. Stephens Chapel</p> | <p>All, primarily pupils</p> | <p>Exposed edges of stone monuments at head height may cause injury</p> | <ul style="list-style-type: none"> • Stone monuments are covered or protected by chapel furniture. • Activities are not placed near exposed monuments/edges. |
| <p>Injury/ Impalement from iron spikes in St. Stephens Chapel</p> | <p>All</p> | <p>Iron railing spikes in St. Stephens Chapel pose injury/ impalement risk</p> | <ul style="list-style-type: none"> • All low spikes (below ~5 ft) are covered with rigid plastic covers. • Activities are not placed near iron railings. |

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| <p>Reaction/ irritation from materials in Costumes</p> | <p>Pupils</p> | <p>Allergic reaction/ irritation from materials used in historic costumes</p> | <ul style="list-style-type: none"> • All schools are required to risk assess allergies of their group and make this information available to group leaders if necessary. |
| <p>Using stationary as part of workshops</p> | <p>Pupils</p> | <p>Minor cuts from paper, abrasions, small puncture wounds from sharp pencils etc.</p> | <ul style="list-style-type: none"> • Ensure all pupils are careful and considerate of others when working. • Group leaders are to assist and oversee all activities. |