

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
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.

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.

<p>Fire/ Bomb Alarm.</p> <p>Evacuation as a result of fire / bomb alert / power cut.</p>	<p>All</p>	<p>Slips, trips & falls form 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.