

RISK ADVICE FOR VISITING GROUPS AND EDUCATIONAL VISITS

The following advice is provided as a guidance tool to highlight some of the potential hazards you could encounter during your visit. It does not cover every eventuality and should not be used as a full risk assessment.

LOCATION	HAZARD	REQUIRED CONTROLS	RISK LEVEL
Inside the Cathedral			
West Door	Concrete steps down to the ground level of the Cathedral.	Handrails on either side of the steps. If mobility is an issue then the North Door entrance should be used.	Low
Nave	Base of the pillars are possible trip hazards. Font mounted on stone steps.	Students should be accompanied & prevented from climbing the steps, everyone should be watchful whilst walking around the base of the pillars.	Low
Candle stations in various areas	Candles at prayer stations present risk of burns.	Students should only be permitted to light candles under direct supervision of their group leaders.	Low
Pilgrim Steps & Access to Toilets	Uneven steps up to the Quire.	Handrails either side of the first flight of steps and a handrail down the centre of the second flight of steps.	Low
Kent Steps	Uneven steps up to the Quire.	Handrail down the centre of the flight of steps.	Low
Quire	Steps down into the Quire stalls do not have a handrail.	Assistance should be given to those using walking sticks and who have impaired mobility. Seats in the Quire Transepts should be used instead of Quire stalls where possible.	Medium

Library	Age & condition of the books & manuscripts.	Temperature needs to be controlled, ensure entrance to library limited to small supervised groups only. No food and drink should be taken into the library.	Low
Crypt	Uneven and steep steps down to the crypt with a handrail either side. There is no disabled access to the crypt.	Assistance should be given to those using walking sticks and who have impaired mobility.	Medium
Café in the Crypt	Hot & cold drinks being served and carried in the crypt.	Members of staff must be informed of any spillages to prevent slips and possible injuries.	Medium
Colyer Fergusson Room - Crypt (used for activities and lunches)	Access to the room is via a passageway that passes the café servery. There is also a short flight of steep stairs.	Cathedral staff will alert café staff that students are using the room. Café staff will refrain from carrying hot drinks in the accessway whilst the Colyer Fergusson Room is in use. Group leaders to supervise movement of their groups in and out of this area.	
Cathedral doors	Heavy wooden doors with metal catches. Glass doors.	Care should be taken when opening and closing the doors. Visitors need to be vigilant when approaching glass doors.	Low
Organ	The organ occasionally plays loudly during visiting hours.	Cathedral staff will endeavour to advise you in advance if the organ will be playing. Students and adults who are noise sensitive may need to bring ear protectors.	Low

<p>Outside the Cathedral The Cloister Garth</p>	<p>Wet weather will cause slip hazards in the outdoor areas of the Cathedral, especially on uneven pathways.</p> <p>Grass cutting.</p>	<p>Supervision needs to be in place to ensure that students are not running in areas which will be unsafe.</p> <p>Access to the Garth will be restricted whilst this is taking place.</p>	<p>Medium</p> <p>Low</p>
<p>The Cathedral Precinct</p>			
<p>External Lighting</p>	<p>Adequate lighting on South & West side but North side needs to be improved where surfaces are uneven.</p>	<p>Supervision required where lighting is poor and students & adults with limited mobility should be accompanied at all times.</p>	<p>Medium</p>
<p>External footpaths, access roads and paving</p>	<p>Uneven surfaces and cobbled areas will cause slip/trip hazards and will be worse in wet and cold weather. Wheelchair users and their carers may find using the pathways difficult.</p>	<p>Supervision needs to be in place to ensure that students are not running in areas which will be unsafe.</p> <p>Assistance may be required for those with mobility users.</p>	<p>Medium</p>
<p>Bio-Hazardous waste</p>	<p>Sharps left from drugs users in the area.</p>	<p>Report any sightings to Cathedral Staff. Do not touch any needles. The area will be regularly checked by the council and Cathedral staff to prevent any incidents</p>	<p>Medium</p>
<p>Vehicular access is shared with pedestrians</p>	<p>Issues with pedestrians walking on unsafe, uneven surfaces.</p>	<p>Access to be restricted during busy times and on festival days.</p>	<p>Medium</p>

Lunchrooms	Approaching the external lunchrooms involves crossing a vehicular access route which has uneven cobbles and flagstones causing a slight risk of trips.	Students to be supervised closely by their group leaders on their journey to the lunchrooms.	Low
	Access via a steep flight of internal stairs. Window ledge partway up. Trip / bump hazards. There is no disabled access to the lunchrooms.	Students to be supervised as they access / leave the building. Group leaders to ensure that students enter / leave the building in an orderly manner. With prior booking, alternative lunch spaces can be provided for visitors with mobility issues.	Low

Additional information

- **Fire Evacuation.** In the event of the fire alarm being activated please follow instructions given by Cathedral staff. You will be evacuated by the nearest safe route. The muster point is in the Castle moat, opposite the Cathedral. Groups leaders are responsible for the safe evacuation of students and staff in their care.
- The Cathedral is a busy building open to the public. The overall care of students, adults and possessions in your party lies with teachers / group leaders.
- We strongly advise you to make a pre-visit and carry out your own risk assessment.