

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			
Indoor space	Spread of infection through talking, coughing, sneezing etc.	Face coverings to be worn by all (including where possible children under 11) unless medically exempt.	Medium
	Spread of infection through touch.	All visitors required to sanitise hands on entry, before and after undertaking activities, & upon exit.	Medium
	Spread of infection due to proximity to others.	School groups should remain in their bubbles and practice social distancing with anyone outside their bubble.	Medium
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

	Hand sanitiser may be flammable.	Ensure hands are dry before candles are lit. Students need to be closely supervised when lighting candles.	Low
Steps & Access to Toilets	Uneven steps	Handrails are in place.	Low
Kent & Pilgrim Steps	Uneven steps up to the Quire.	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.	Low
Quire	Steps down into the Quire stalls do not have a handrail.		
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.	Medium
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.	Low
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
Collyer 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	Medium

Cathedral doors	Heavy wooden doors with metal catches. Glass doors.	leaders to supervise movement of their groups in and out of this area. Care should be taken when opening and closing the doors. Visitors need to be vigilant when approaching glass doors.	Medium
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
Outside the Cathedral The Cloister Garth	Wet weather will cause slip hazards in the outdoor areas of the Cathedral, especially on uneven pathways.	Supervision needs to be in place to ensure that students are not running in areas which will be unsafe.	Medium
The Cathedral Precinct	Grass cutting.	Access to the Garth will be restricted whilst this is taking place.	
External Lighting	Adequate lighting on South & West side but North side needs to be improved where surfaces are uneven.	Supervision required where lighting is poor and students & adults with limited mobility should be accompanied at all times.	Low
External footpaths, access roads and paving	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.	Supervision needs to be in place to ensure that students are not running in areas which will be unsafe. Assistance may be required for those with mobility users.	Medium Medium

Bio-Hazardous waste	Sharps left from drugs users in the area.	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.	Medium
Vehicular access is shared with pedestrians.	Issues with pedestrians walking on unsafe, uneven surfaces.	Access to be restricted during busy times and on festival days.	Medium
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

- **Pandemic procedures.** We will contact you before your visit to discuss the outline of the day, specific requirements and up to date health and safety procedures.
- **Resources.** Cathedral resources will be quarantined for at least 72 hours after they have been used by a group. You may be asked to bring your own pencils and clipboards.
- **Social distancing.** Cathedral staff and volunteers will maintain a 2m distance between themselves and your group. This means that we are unable to offer the



usual degree of “hands-on” assistance when handing out resources and delivering workshops.

- **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 assembly 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. Please ensure that you have an adequate student to adult ratio. Rochester Cathedral requests you bring a minimum of 1 adult to 10 students, and a minimum of 2 adults for smaller groups.
- We strongly advise you to make a pre-visit and carry out your own risk assessment.