

## Risk Assessment Guidance

**Please note that this is only a guide to help you with your risk assessments and we strongly advise that if in doubt you pre-visit.**

Manchester Cathedral is a mediaeval church open to the general public. Health and Safety policies are in place and are regularly reviewed. Risk Assessments are regularly carried out, both in terms of Health and Safety and Child Protection. It is considered that visiting Manchester Cathedral is a very low-risk activity.

- Schools who visit the Cathedral must ensure that they have the statutory ratio of adults to children. Please do not include Cathedral Staff or Volunteers in your calculation. Children remain the responsibility of school staff throughout the duration of the visit and all accompanying adults must remain with their pupils at all times. Please bring an up to date register with pupil names. It is helpful if staff and pupils are easily identifiable to Cathedral staff.
- There is a low risk of tripping outside the Cathedral on uneven flagstones. Flagstones and other trip hazards are regularly monitored by the Vergers Department and maintenance work is carried out where there is a problem. Inside the Cathedral the stone flooring is sound and there are no trip hazards. Access steps are all in sound condition. There is no public access to restricted high-level areas of the building. School staff should ensure that pupils walk sensibly and do not run in order to prevent accidents.
- School parties are asked to meet inside the South Porch (opposite the Visitor Centre and Crown & Anchor). This is also where the disabled access ramp to the Cathedral is situated.
- There is ramp access to the area of the church beyond the nave. A temporary ramp is available for access to the Jesus Chapel (and through to the toilet). Unfortunately there is no wheelchair access to the Regiment Chapel and Chapter House at present. Please inform us if a member of your party has special access requirements.
- If pre-planned maintenance work is being carried out all hazardous areas are isolated and warning signs displayed. Please be aware that as a medieval building, repairs and upgrading of the site are an ongoing process.
- Pre-planned activities such as the lighting of candles are always fully supervised by Education staff. Tapers are used to assist children to light candles safely. Foam extinguishers are available near to where candles are lit. Children should be encouraged by school staff to stand away from the candles (unless they are lighting one) and to secure loose clothing.
- A fire alarm test regularly takes place on Wednesdays at 10.45. In the unlikely event of an emergency Cathedral Staff will supervise evacuation.
- There are designated qualified first-aiders on site.
- There is a special code for the door in the Jesus Chapel that leads to the Office area (where the Toilets, Refectory and Library are situated). The code is the same for access from the Chapter House into the Office corridor. A member of the Education team will tell you the number. It is the teacher's responsibility to ensure that their staff are aware of this and that the door is shut to prevent members of the public from entering this private area.
- If a member of your group wishes to use the toilet facilities, please ensure that they are supervised by a member of your staff. Please use the sign which indicates separate toilets for boys and male staff during school visits. There is a disabled toilet near the Cathedral toilets, accessible by a temporary ramp. The Visitor Centre also has toilets and there is a lift for wheelchair users.
- Personal items are left at your own risk. Groups are asked to keep their valuables with them at all times. Please switch off mobile phones (or put them on silent) while in the building.
- The Education Officer and other Cathedral staff have undergone CRB checks.
- Photographs of pupils are only taken with the permission of the school, following consultation with parents.