

Tŷ'r Pererin & St. Davids Cathedral

School Visits



Tŷ'r Pererin
Eglwys Gadeiriol Tyddewi
St Davids Cathedral



Risk Assessment Guidelines

These guidelines form the basis of a Risk Assessment for School visits. It is highly recommended that you make a preliminary visit prior to the booked visit in order to familiarise yourself with the site and to complete a risk assessment suitable for your school and pupil needs.

Sequence No	Risk Identification	Control Measures
Tŷ'r Pererin, the Cathedral Building and Precincts		
1	An injured child or young person does not receive prompt medical attention.	If First Aid is needed, or in case of an emergency, see a member of the education team or in the cathedral seek the assistance of a verger. A first aider is always to be present, at least one helper is to carry a mobile phone at all times, first aid kit to be easily accessible. First Aid Kit located in Tŷ'r Pererin kitchen and office. Controls below in place to prevent injury.
2	Trip Hazards: Small steps to some areas of the Cathedral Electrical Cables Precincts & Tŷ'r Pererin grounds Slippery, steep and uneven steps on walk to Tŷ'r Pererin & garden	Flat floors & ramps to all areas in use. Children to be closely supervised at all times and allowed only into other areas under supervision. Any electrical cables to be covered in areas used by pedestrian traffic. Areas to be used are accessed by ramped walkways which are in good condition. Slabs are flat, unbroken and generally even. Children to be closely supervised at all times and asked to use handrails. Allowed only to use the steps in garden under supervision.
3	Risk of falling from areas of height: Cathedral Pulpit	Access to the pulpit should only be under supervision. The pulpit should be roped off at

	Tŷ'r Pererin Floor level windows Flights of steps on walk to Tŷ'r Pererin	other times during the visit. Window locks and restriction braces in place. Children to be supervised closely and told to use hand rails.
4	Risk of sunburn	Children only to be outside for a limited period during the day. Those on pilgrimage need to wear a sunhat and protective sun screen.
5	Risk of Burns & Scalds: Heating sources Candles and incense Chemicals Kitchen equipment	Pupils told not to touch or sit on radiators Candles and incense used at services and for some of the education programmes to be under control of a responsible adult. Children to be supervised when such devices are lit, and when near the prayer votive around the cathedral. All potentially dangerous chemicals, eg. Those used for cleaning are kept in secure areas away from the activity areas. No children allowed in the kitchen area. Adults to take care when carrying hot drinks from the kitchen area.
<u>Equipment and Activities</u>		
6	Risk of injury from: Doors Chairs & Tables Scissors Glues	Heavy doors to be propped open with doorstops for ease of access Chairs and tables to be used have no inherent sharp edges. Chairs are either of wooden or strong welded construction and folding tables mechanisms are all in good condition. These are stored safely and securely. All scissors to be used by children are of a type having rounded blade ends and do not have sharp blades All glues to be used are of a non-toxic variety

	Pens & pencils	All pens to be used are of a non-toxic variety, children will be supervised at all times when using any equipment.
7	<p>Is there any activity to be undertaken during the day which represents a particular hazard? The journey between Tŷ'r Pererin and the Cathedral</p> <p>Those making a pilgrimage around St. Davids</p>	<p>Children to be warned to take care on uneven and slippery pathways. Encourage all to hold onto handrails on steep and slippery footpaths and steps. Children to walk in single file when there is danger from vehicles using the roads. Adults to closely supervise the walking on roads. Where possible, adults to wear reflective jackets for escorting children too and from the cathedral or Tŷ'r Pererin.</p> <p>A detailed risk assessment guidance for this particular journey would be made in addition to information on this general risk assessment.</p>
<u>Child Protection</u>		
8	<p>Photography: Has permission been sought from parents / guardians with regard to the use of photographs taken during the day?</p>	Schools to arrange this beforehand
9	How will members of the public be controlled in taking photographs / video?	A photography permit system will be in operation. Cathedral shop/stewards will issue the permit and explain that no photos of the children are allowed. Education Team and Cathedral Stewards to be vigilant for any unauthorized photography.
10	Will there be occasions when children are alone on a one-to-one basis with an adult?	No. There is potential when children need the toilet. A member of the team will help you access the corridors and a member of school staff will escort the child(ren) to the toilets.
11	Is there a risk of physical or verbal abuse from persons entering the Cathedral?	There may be other people around as well as our education team. If anyone concerns you please tell a member of staff. The risk is small, such people generally stay outside, however, Stewards, Education Team and the duty verger need to be vigilant and act quickly to prevent

		<p>any problems, calling the police if necessary.</p> <p>In addition, children are to be told only to approach helpers who will be clearly identified.</p> <p>Any known individuals who it is felt would be better distanced from the children to be briefed beforehand as felt appropriate.</p>
12	Is there any risk to the children from helpers?	All Education Staff have DBS clearance. Education volunteers work under strict safe-guarding procedures and are never left alone with children.
Fire and Theft		
13	There is a risk of theft of valuables, materials and equipment.	Personal valuables must not be left unattended. Valuables are brought into Tŷ'r Pererin and the Cathedral at the owner's risk.
14	Fire: Risk of fire is minimal (see also item 5).	<p>All electrical equipment to be PAT tested prior to use.</p> <p>Education Team aware of location and types of fire extinguishers and fire exits.</p> <p>Opposite Tŷ'r Pererin, Ysgol Penrhyn Dewi entrance is the designated fire/evacuation assembly point.</p> <p>At the Cathedral, the fire assembly point is located at the bottom of the flight of 39 steps.</p> <p>In case of emergency please help your pupils to leave the buildings in an orderly way and stay with them, notifying Cathedral staff if there are any missing.</p> <p>A Cathedral verger will also be on site at all times.</p>