

Schools are advised that this is only a guide to help you to write your own risk assessment and that if you have any doubts please try to arrange a pre-visit by contacting the Education Centre on 01962 857224.

Winchester Cathedral is nearly one thousand years old and as well as conducting acts of worship every day, it is also open to the general public. Our Health and Safety policies are regularly checked and updated as required and visiting the Cathedral is considered to be a low risk activity. If maintenance work is being carried out all hazardous areas are isolated and warning signs displayed.

Schools must ensure they have the statutory ratio of adults to children. Children remain the responsibility of school staff throughout their visit and accompanying adults must remain with their group at all times.

The Education Officer and Cathedral staff and volunteers have been CRB checked.

### **Cathedral Grounds**

- Low tripping risk. – flagstones, cobbles and kerbs.
- Quiet road around the Inner Close approaching the Education Centre. Children must be carefully supervised.

### **Cathedral**

- There is ramp access to the entrance of the Cathedral.
- Inside the flooring is sound.
- Steps lead down into the crypt where there is access to the viewing platform only. Children must be in single file down the steps. Unfortunately there is no wheelchair access.
- Steps up to the east end – wheelchair lift on the north side. This must be operated by a trained guide or virger.
- Three steps down into the quire. There is no wheelchair access.
- Fisherman's Chapel transept – small step up into the chapel. Narrow door prevents wheelchair access.
- Calefactory door. Sometimes used by Cathedral staff with groups. Three small steps down. No wheelchair access.
- South door. Emergency access. Wheelchair ramp.
- Votive candles. Children must be fully supervised when lighting candles and one candle per group will suffice! During guided tours it is useful if an adult with the children stands by any lit candles to avoid accidental contact.
- A fire alarm test takes place regularly on Tuesdays at 10.00. The alarm is a siren and in the event of an emergency Cathedral staff will supervise evacuation. The meeting point for school groups following an evacuation is behind the War Memorial at the front of the Cathedral. School staff will be asked to do a roll call of children and adults with their group and report any absences to Cathedral staff wearing bright yellow vests. Please do not return to the Education Centre until you have checked with Cathedral staff. The Centre is designated the Control Centre for the emergency services.

- There are designated qualified first-aiders on site. If there is a medical emergency in your group please report it to the Entrance Desk who will radio for a first-aider.
- All accidents must be reported and entered in the accident book kept in the virgers' vestry in the south transept.

### **Education Centre**

The Centre has been built over several centuries and so has changes of level, steps and slopes. Care needs to be taken when moving about the Centre. Groups using the Centre are considered to be at no greater risk than in a supervised classroom. There is a door code for the main door into the Centre, which you will be told about on the day if needed.

- Toilets for girls, boys and wheelchair users on the ground floor.
- Stair lift up to the first floor for those who find stairs difficult but it does not carry wheelchairs.
- Temporary ramps into the Undercroft for wheelchair users.
- Personal items are left at your own risk.
- Children must be supervised at all times in the Education Centre.
- The fire alarm is a bell and all exits are signed. If the main entrance is blocked there is an emergency exit at the end of the toilet corridor and through the Undercroft. Both doors lead to a courtyard and from there into a garden via wooden gates. The meeting point if the Centre has to be evacuated is behind the War Memorial outside the main entrance of the Cathedral. Please let Cathedral staff know if anyone from your group is missing.
- If there is a medical emergency please report it to Centre staff or the Entrance Desk staff of the Cathedral who will call a first-aider.
- All accidents must be reported to the Centre staff or virgers for entry in the accident book kept in the virgers' vestry.

### **Conduct in the Cathedral**

- We ask that all visitors respect this holy place by walking quietly, and talking softly.
- Mobile 'phones must be switched off please.
- Please ask men and boys with your group to remove hats/caps as they enter the Cathedral.
- Eating and drinking is not allowed in the Cathedral.
- Please keep your belongings with you at all times.
- Avoid causing bottlenecks and preventing other people from passing your group.
- Posing in front of altars, lying or sitting on tombs, inappropriate poses for photos are not acceptable.
- Please respect those needs of people who enter the Cathedral for prayer and keep out of chapels where silent prayers may be taking place.

- Large groups of more than 20 children should be split into smaller groups and adults must remain with their groups in the Cathedral.

**Produced by:** Cheryl Bryan, Director of Children's Education

**Date:** March 2011