

## **Guidance for School Groups Visiting Beverley Minster**

Please note this is a guide to help you with your risk assessment and we strongly advise that you pre-visit.

Beverley Minster is a medieval church open to the general public. Health and Safety and Safeguarding policies are in place and available on the Minster website. We consider that visiting Beverley Minster is a low risk activity.

Steps are all in sound condition.

There is an accessible entrance that is signed from the main entrance.

There is no public access to restricted high level areas of the building.

The stone flooring is generally firm, if a little uneven in places, with no apparent trip hazards.

If maintenance work is being carried out all hazardous areas are isolated and warning signs displayed.

There are designated persons on site appointed to administer first aid.

In the unlikely event of an emergency, Minster Staff will supervise evacuation.

We ask all visitors to respect this sacred place and other visitors by not making unnecessary noise.

Eating or drinking in the Minster is only allowed in designated places.

Please keep your belongings with you at all times.

During a visit the whole party must be supervised by a responsible adult.

Be aware of anything else that is likely to be of risk to your group, such as areas that are roped-off and where there are tripping or slipping hazards.

Do not allow your group into areas which are not normally accessible to the general public, unless you have permission to do so.

The Minster Virger on duty will control all emergencies: fire, bomb alerts, ill health or injury to visitors. All direction goes through them unless or until emergency services take over.

If you see anything suspicious or dangerous, report it to a member of staff straight away.

If you hear the fire alarm, or an evacuation is announced, evacuate your group via the nearest available exit or as directed by a member of staff.

If there is a medical emergency in your group, report it immediately to a member of staff.

All accidents must be reported and entered in the Minster accident book.

Toilets are available just outside the Minster and children will need to be accompanied.

There will be a place for you to have lunch and leave your bags.

We welcome everyone and can adapt programmes for pupils with additional needs if we are made aware in advance - please let us know on the booking form.

We ask for an adult to child ratio of no less than 1 to 10.

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