

# **Risk Assessment for School Groups Visiting Beverley Minster**

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

Beverley Minster is a medieval church open to the general public. Health and safety policies are in place and are regularly reviewed. It is considered, by us, that visiting Beverley Minster is a very low risk activity.

## **Beverley Minster**

Access and egress steps are all in sound condition and fitted with hand rails. Wheel chair access is also possible. 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.

## **Safety Advice and Code of Conduct for Visiting Groups**

Before entering the Minster, all mobile phones should be switched to silent mode.

We ask all visitors to respect this holy place and other visitors by not shouting, running or making unnecessary noise. Please ensure that men and boys remove hats on entering the church.

Eating or drinking in the Minster is only allowed in designated places where notices are displayed. Please keep your belongings with you at all times and leave no litter.

During a tour the whole party must stay together. Be aware of anything else that is likely to be of risk to your group, such as areas which are roped-off, where there are tripping or slipping hazards, or where there is a hatch onto the roof.

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 takeover.

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

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.

### **The Roof Tour with guide**

Climbing 113 steps up a narrow spiral staircase into the roof may not be suitable for those with heart conditions, vertigo, claustrophobia, high blood pressure, angina, breathing problems (asthma, hay fever, bronchitis) or poor mobility. For health and safety reasons, no children under 8 years of age are allowed to join a roof tour. Pre-booking is essential and conditions apply.

All on roof tour must leave all large items of baggage at ground level and have both hands free. All persons must wear suitable clothing and footwear e.g. no flip flops. The tour guide will carry a means of communicating with the ground to summon help in an emergency.

Groups of up to 10 children (under the age of 16) may climb to the roof with one accompanying adult (the guide at the front and the accompanying adult at the back). If anyone needs to be escorted down then the whole group must come down.

Any school group with between 10 and 22 children (under the age of 16) must be accompanied by a minimum of 3 adults in addition to the guide. One adult is to accompany the guide to lead both the climb and descent, one adult is to be in the middle of the party and one adult is to bring up the rear. In order to control the ascent and descent, the group leader is responsible to ensure that no children ascend or descend from the roof ahead of the lead adult. If any person in a party needs to descend to ground level then one of the adults accompanies that person to ground level.

Before entering the spiral staircase the adults who are leading the visiting party will sign a sheet to record the total numbers on the tour and to confirm that they understand the safety precautions to be followed by them and the young people in their care during the tour. This sheet will be held by the Virger on duty. The tour guide will instruct the adult at the rear of the visiting party to latch closed the door at the bottom of the spiral staircase to prevent unauthorised persons entering. In an emergency the door may be opened from the inside by pulling back the latch.

In the Central Tower visitors are instructed not handle or tamper with any of the workshop equipment or materials.

When the visiting party has returned to ground level the tour guide will check that all persons have come back down safely.

If in doubt please visit beforehand.

*Approved by: Health and Safety Officer at Beverley Minster*

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