

# RISK ASSESSMENT INFORMATION

## PLEASE NOTE THIS IS ONLY A GUIDE TO HELP YOU WITH YOUR RISK ASSESSMENTS

- We welcome Learning Group leaders to make a pre visit to risk assess York Minster for your group. There is no charge for this. Please contact us to arrange a suitable time.  
01904 557275 or [bookings@yorkminster.org](mailto:bookings@yorkminster.org)
- Children and pupils in groups must be accompanied at all times by a teacher / supervising adult and remain the responsibility of their teachers throughout their visit.
- We request an adult to pupil ratio of 1:10.
- Health and Safety policies are in place and are regularly reviewed.
- York Minster has 24 hour cover provided by York Minster Police.
- Members of the Learning Team liaise regularly with colleagues to ensure they are up to date with any works / factors which will affect the health and safety of Learning Groups and will contact group Leaders (in advance if possible) to advise of any extraordinary risk factors.

## YORK MINSTER RISK ASSESSMENT INFORMATION

- York Minster is open to the general public.
- Externally there are steps (fitted with hand rails) and ramps to enter and exit the Minster.

- There is no public access to restricted high level areas of the building.
- The stone flooring is generally sound but uneven in places.
- We recommend practical clothing and footwear as the Minster can be cold and you may be walking about to explore the building and surrounding area.
- Some areas have low light levels.
- There are votive candles with small naked flames on metal stands at various points throughout the Minster.
- Some maintenance work may be carried out during opening times.
- All hazardous areas will be isolated or roped off, and warning signs will be displayed.
- The Minster Police control all emergency situations: fire, bomb alerts, ill health or injury to visitors. All direction goes through them unless or until emergency services takeover.
- If you hear the fire alarm, or an evacuation is announced, your group will be evacuated via the nearest available exit or as directed by a member of Minster Staff.
- There are designated qualified first aiders on site. If there is a medical emergency in your group, report it immediately to a member of Minster Staff or the Minster Police. ALL accidents must be reported and entered in the accident book.

# RISK ASSESSMENT INFORMATION

- Defibrillators are kept in the York Minster Police Office and close to the Central Tower.
- Injuries requiring more than York Minster First Aid attention will be dealt with by calling an ambulance.
- If you see anything suspicious or dangerous, report it to a member of Minster Staff straightaway.
- Some areas of York Minster have narrow entrances / corridors which can create bottlenecks and leave no room for others to pass you and your group.
- Some areas of York Minster are quiet, unsupervised and away from the general visitor route. Please ensure that your group is supervised at all times.
- York Minster toilets are open to the general public. Please ensure that your group is supervised at all times.
- York Minster Learning Team Staff are DBS checked to an enhanced level and are not left to supervise children without a teacher / accompanying adult.
- York Minster Learning Team Volunteers are not DBS checked and are not left to supervise children without a teacher / accompanying adult.
- Images are monitored and recorded in and around York Minster for the purposes of crime prevention and public safety. This scheme is controlled by The Chapter of York.
- Electrical interactives are Portable Appliance Tested (PAT) tested and wires concealed.
- All efforts have been made to remove the risk of trapping fingers in interactives.
- Discretionary bag checks may take place on arrival.



## LEARNING CENTRE RISK ASSESSMENT INFORMATION

- York Minster Learning Centre Staff will be with your group throughout your visit.
- Your accompanying staff must remain at all times.
- In the unlikely event of an emergency York Minster Learning Centre Staff will supervise evacuation.
- Movement from York Minster to York Minster Learning Centre involves crossing one very quiet road. Accompanying staff must be in attendance.
- Floors are even and carpeted.
- Electrical equipment is PAT tested and wires concealed.
- All efforts have been made to make models and artefacts safe for handling.
- York Minster Learning Centre toilets can only be accessed by groups booked to use the Centre.

## CENTRAL TOWER RISK ASSESSMENT INFORMATION

- There are 275 steps to the top of the Tower.
- Many of the stone steps are uneven in places.
- Parts of the climb use narrow passageways and spiral stairs.
- Part of the climb uses a walkway on the outside of the building (fitted with guardrail).
- The top of the Tower is enclosed in a safety cage.
- Climbing the Tower may not be suitable for those with heart conditions, vertigo, claustrophobia, high blood pressure, angina, breathing trouble (asthma, hay fever, and bronchitis), poor mobility or who are pregnant.



# THE UNDERCROFT RISK ASSESSMENT INFORMATION

- We place a limit on the number of people in the Undercroft at any one time.
  - In the event of an emergency evacuation the exits are via stairs, or for people using wheelchairs or with mobility difficulties via lifts and /or the use of a stairclimber, (a mechanically assisted method of exiting via a staircase in the event of an emergency evacuation which has a maximum weight limit of 160kg or 25 stone).
  - In the case of an emergency evacuation visitors using wheelchairs must be able to get from their wheelchair and into the stairclimber assisted by their teacher / supervisory adult / carer. If this is not possible please let us know in advance and we can offer further advice.
  - Low level lighting in some areas.
  - The Undercroft is underground and may be claustrophobic for some visitors.
  - Electrical interactives are PAT tested and wires concealed.
  - All efforts have been made to remove the risk of trapping fingers in interactives.
- Please ensure that children are supervised at all times. Thank you.**

