



Supplement for School Tower Tours Risk Assessment

Area Assessed: Liverpool Cathedral (for Education Department)

Assessor: Jackie Dean

Date 13.3.15

Review Date: 13.3.16

This risk assessment is provided to assist school groups with planning their visit to Liverpool Cathedral. It is strongly recommended that the member of staff organising the trip pays an initial visit to the Cathedral in order to carry out their own risk assessment. Schools intending to take pupils to the Elizabeth Hoare Embroidery Gallery and Tower must inform parents/guardians of the risks associated with the climb and obtain permission to take pupils to these areas. (See attached suggested parental permission form) Schools should be aware that a tower visit involves two lifts and climbing 108 stairs. Pupils and adults suffering from breathing difficulties, such as asthma, climb stairs at their own risk. Pupils who remain on the Cathedral floor must be accompanied by an adult. **The Cathedral has the right to refuse access to the tower if there is inadequate adult supervision.**

Before the tours begin a safety briefing will be given by the leader. This will include:

- 1. Expectations of behaviour – Reminder of place of worship**
- 2. Potential hazards to look out for**
- 3. Instructions to hold the rail at all times, keep to the wider edge of the steps, remain quiet and calm.**
- 4. No running**
- 5. Staying as a group**
- 6. Reminders of these will be given during the tour at appropriate moments.**

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What are the hazards?	Who could be harmed and how?	What are the control measures?	Risk Rating	What further actions are required?	Action by whom?	Action by when?	Date completed
Lift	Pupils, staff and other adults Fear of lifts/heights Trapped in lift Lift malfunction	<ul style="list-style-type: none"> Each group led by school adult School staff choose groups of children to travel in the lift 1 member of staff remains at entrance Lift is locked only certain levels accessible Lift attendant present at all times Evacuation procedures in place Tower roof attendant to lead evacuation of tower to floor via emergency stairs 	L1 S1 RR3 MED	<ul style="list-style-type: none"> Continue ratio of pupils to school adults as per DFES guidelines Hand rails in the process of being purchased for escape routes 	School staff, Cathedral staff and volunteers		
Stairs	Pupils, staff and other adults Falling, injury	<ul style="list-style-type: none"> Safety card given to groups Hand rails in certain areas Adult to remain at crossing 	L1 S1 RR2 LOW				
Pupil becomes ill or afraid	Pupil	<ul style="list-style-type: none"> Leader to travel with mobile phone and to have contact number in emergency. Tower staff have radio contact with constables Button to press in lift 	L1 S1 RR1 LOW	<ul style="list-style-type: none"> Tower staff call for assistance. Accompanying school adult to stay with child at all times. 			
Top of Tower	Pupils, staff and other adults Falling, injury	<ul style="list-style-type: none"> Mesh on front of tower roof walls Tower attendant present in tower loft Latch on door of top tower entrance 	L1 S2 RR3 MED				

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Elizabeth Hoare Gallery	Pupils, staff and other adults Falling, injury	<ul style="list-style-type: none"> • PIR sensors on roof of Embroidery gallery • Each group led by school adult 	L1 S2 RR3 MED				
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