

## **Metropolitan Cathedral & Basilica of St Chad**

### **Notice of Risk Assessment for School Visits to the Cathedral**

<b>Name of Assessor (s)</b>	Cathedral Site Manager			
<b>Date of Assessment</b>	May 2016			
<b>Hazards</b>	Trip, slip, fall, entrapment, safeguarding, loss of property, contact with public			
<b>Risk Rating</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk Rating</b>	<b>Risk (H/M/L)</b>
	3	1	3	Low
<b>Who is at risk</b>	All visitors and volunteers at the Cathedral			
<b>What control measures are in place to reduce the above risk</b>	<ul style="list-style-type: none"> <li>• Group Leader (School Representative) and all Cathedral volunteers to arrive at Reception and sign the attendance register for that day.</li> <li>• The clergy, staff and Cathedral volunteers who minister or work at St Chad's Cathedral adhere to the safeguarding policies of the Roman Catholic Church in England and Wales as administered by the Safeguarding Team for the Archdiocese of Birmingham. The Team is located on site. Appropriate recruitment checks are carried out and processes are in place for the reporting and management of any concerns.</li> <li>• All visitors and volunteers are asked to hold onto bannisters and hand rails wherever available around the whole site, particularly when traversing from Cathedral to Crypt and vice-versa.</li> <li>• Any visitor or volunteer going into the Crypt are to use the lift facility responsibly.</li> <li>• If going onto the Sacristy the hand rail to the right hand side is always pointed out to visitors and volunteers who may need some assistance using the steps.</li> <li>• All visitors and volunteers are advised when a fire alarm test is due to take place on the day it is scheduled to take place. If the fire alarms are heard at any other time then all visitors and volunteers are to evacuate the site and congregate at the front of the Cathedral, passed the Reception doors.</li> <li>• All visiting children to be supported by the appropriate number of adult staff/school volunteers. No child is to be left unaccompanied at any time.</li> <li>• All internal and external doors remain locked so if a visitor or a volunteer (without keys) needs to move about the site then a member of Cathedral staff must be advised.</li> <li>• All visitors and volunteers are instructed not to let themselves off site under any circumstance without first notifying the Cathedral staff.</li> <li>• All visitors and volunteers to be escorted off site through the easiest exit once they have signed out of the attendance register.</li> <li>• The site should remain in a clean and orderly state, as found. All areas visited should be checked for left property. Any property found will remain with the Site Manager.</li> <li>• No visitors should walk around the site on their own.</li> <li>• All photographs taken during a visit are to be used for the sole purpose of the visiting school's use.</li> <li>• Every effort is put in place to ensure the safety of all visitors and volunteers. The Cathedral is a public place of worship and from time to time there may be other people/groups on site.</li> </ul>			
<b>Who implements control measures and when</b>	Dean of the Cathedral and Cathedral Site Manager			
<b>Review required</b>	Before the beginning of each academic year (invitation letter issue)			

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## **Timetable for School Visits to St Chad's Cathedral**

### **9.45am School group arrives**

Please note that a prompt arrival is appreciated to enable the Volunteer Guides to provide a complete tour for the children, although we do understand that this is not always possible, please call 0121 230 6215 if you are experiencing any delay.

The Group Leader must report to the Cathedral House Reception, (next door to St Paul's Bookshop) to meet the Educational Visits Coordinator, Volunteer Guide or Cathedral Staff member.

The group is escorted to the Crypt where pupils can leave their coats and bags and use the toilet facilities before the tour commences.

Cathedral Staff will discuss practical matters of the visit with the Group Leader including details regarding participation in the Mass, Altar Servers, fire evacuation procedures etc.

### **10.00am Tour of the Cathedral and Crypt**

### **12.00pm Time to prepare for Mass**

Depending on the size of your group at least the first three front pews will be reserved for you to enable you all to sit together.

Dependent on the Celebrant and the Mass occasion you may be asked if you have two experienced altar servers and two or four children willing to take up the offertory. Pupils are no longer expected to change into cottas, but to serve in school uniform. Those taking up the offertory will be asked to sit near to the aisle table which will be prepared for them.

Please note that the pupils are no longer asked to do the readings or bidding prayers as Mass is scheduled to be timely for those who come to Mass during their lunch break.

### **12.15pm Mass**

### **12.45pm Lunch – return to the Crypt**

Staff and pupils are asked to respect the parishioners who stay after Mass for Confession and that the group leaves the Cathedral area in a quiet and reverent manner.

If requested, the children can visit the kitchen area in the Crypt where the Piety Gift Shop is situated, in small groups of 5/6. We will endeavour to arrange for a volunteer to man this where possible, but where it is not possible we are happy for the staff to do this.

NB: Access to St Paul's Gift shop is possible, but teachers and supporting adults are asked to do this when your group is at the Cathedral level of the tour. If you wish to order items in advance for collection please arrange this directly with the shop manager prior to your visit by calling 0121 236 6336.

### **1.45pm Leave site at pre-agreed time**

(Please note all times given are approximations)

### **Bookings – General**

Will be dealt with on a first come first served basis. Should availability be restricted then schools will be put on a waiting list and advised as appropriate.

The Cathedral Dean has the right to cancel any arrangement without prior notice. In this circumstance every effort will be made to reschedule your visit.

### **School contact:**

It proves quite difficult if the booking is made by a teaching member of staff. Please nominate a member of your office staff or School Secretary who is able to discuss the school visit and confirm details.

### **Date suggestion:**

Please avoid picking consecutive dates/weeks in one month. You increase your chances of getting your visit to the Cathedral on a day you want by giving a wider date range to check for availability.

### **Priority Year/s:**

Bookings will be given to the following year groups in order of priority. Yr 6, Yr 5-Yr 6 combined or Yr 5. This is to fit in with the school confirmation programme. If there is availability for other year groups in your school the booking will be given consideration.

### **Cost:**

Minimum of £90 per school per visit for up to 30 pupils. Over 30 pupils the cost is calculated at £3.00 per pupil. Payment is requested in advance of your visit. Any cancellations will be refunded in full.

Schools which double-up with another school on the same day will be subject to the above costing also.

Please make cheques payable to St Chad's Cathedral.

BACS: Nat West Bank, Account 78189527, sort code 60-02-35, Account Name: Roman Catholic Archdiocese of Birmingham, Parish of St Chad's Cathedral

**What does the Group Leader do first:** Report to Cathedral House Reception (open wooden doors) which is situated to the right of the main Cathedral doors and St Paul's Bookshop as you face the Cathedral. The Group will be guided around to the Crypt door for the start of the visit. The Crypt is where all belongings and lunch may be left. The Crypt will be where lunch is eaten after Mass and the Piety Gift Shop set up.

**For the primary safety of your pupils once you have arrived on site the Crypt doors will be locked. All Cathedral Guides are fully aware of all exit points.**

### **Altar servers (max - 2) and Offertory (reqd - 2):**

Every school is invited to consider having experienced parish altar servers assist at the 12.15pm Mass, along with pupils to take up the Offertory. It is preferred that the pupils assist at Mass in school uniform. Details can be taken on the day of your visit. Please note that pupils are no longer invited to read at the 12.15pm Mass. It is considered a 'workers' Mass and should not take any longer than 30 minutes which gives the congregation time to return to work during their lunch break.

### **Photographs:**

Photographs are permitted ensuring you have a treasured record of your visit. Please be advised that as your Guide takes you around the site please wait until they have finished their talk on each subject before you take photographs, thus avoiding any distraction.

If you wish to take photographs of any of your pupils who have assisted at Mass please ask before when you arrive and every effort will be made to position them before the Altar is cleared away by the Sacristy team.

### **Parish Priest:**

The Parish Priests responsible for your school is most welcome to join you for your visit and/or Mass. Advanced notice is required if your Parish Priest wishes to celebrate Mass on the day of your school visit. Please e-mail details prior to your visit.

### **Safeguarding:**

The clergy, staff and volunteers who minister or work at St Chad's Cathedral adhere to the safeguarding policies of the Roman Catholic Church in England and Wales as administered by the Safeguarding Team for the Archdiocese of Birmingham. The Team is located on site. Appropriate recruitment checks are carried out and processes are in place for the reporting and management of any concerns.

### **Special Requirements & Well-Being Considerations:**

It is important that you advise the Cathedral staff in advance of any special requirements you may need to support your visit. This could include visitors with a disability, phobia, parent-child support, etc.

Please be cautious, particularly if you have a distance to travel, that the pupils are aware there is no break in the tour and that it can be quite a long time before they have anything to eat and drink which will be after the tour and/or after the Mass. Fainting is commonplace, particularly when the Cathedral heating is on and all measures should be taken by the school to ensure the well-being of every pupil is taken into consideration before arrival.

### **Piety Gift Shop:**

There is a volunteer who sets up a lovely Piety Gift Shop. The items are very reasonably priced and reflect the nature of your visit to the Cathedral. When the volunteer is unavailable your staff will be asked to manage the shop facility if required.

If any of the adult visitors wish to visit St Paul's Bookshop could this should be incorporated when their group is looking around on the Cathedral level before Mass.

### **Site Security:**

Once on site all staff must adhere to any advice Cathedral staff give on the safety and security of pupils and supporting adults. It is imperative that no one lets themselves off site without prior arrangement.

### **Site Cleanliness:**

Please ensure that your group leaves the site as clean and tidy as found. It would be appreciated if the Group Leader checks the toilet facilities before leaving and that all rubbish is taken away from site.

### **Fire Safety:**

A member of Cathedral Staff will advise the group leader of Fire Evacuation procedures and staff will be available to assist with any problems. An alarm test is carried out Friday mornings. If the alarm sounds at any other time all visitors and staff are asked to assemble outside the Salvation Army Citadel on St Chad's Queensway.

### **Inclement Weather:**

Please add the Cathedral's Educational Visits Coordinator's contact detail to your school closure text alerts in the event of inclement weather.