



Wymondham Abbey - Risk Assessment for school visits

www.wymondhamabbey.com

ACTIVITY / RISK AREA: School visits to church					
Hazard		Who/What may be harmed	Likelihood (1-5) Seriousness (1-5) High/Medium/Low	Existing Controls	Further Controls
EXTERIOR RISKS				<i>Passim</i> - Abbey staff and volunteers will be familiar with these risks and controls.	<i>Passim</i> - Abbey staff and volunteers to be briefed prior to each visit on the activities to be undertaken and any associated additional risks that may be incurred.
1	Risk of collision with vehicles while crossing road from Abbey Hall car park or Becketswell Road / Vicar Street drop-off point.	Pupils, teachers	L – 2 S – 4 Medium risk		<ul style="list-style-type: none"> Teachers / adult helpers to closely supervise children while crossing.
2	Risk of stepping into roadway while visiting toilets in Abbey Schoolroom building.	Pupils, teachers	L – 1 S – 3 Low risk		<ul style="list-style-type: none"> Children should be accompanied to toilets. Verbal warning to take care on leaving churchyard gate.
3	Risk of pupils wandering off, leaving churchyard by any three gates, going into town, etc.	Pupils	L – 1 S – 2 Low risk	Vehicular access gate on north side to be kept locked	<ul style="list-style-type: none"> Close supervision of children while working in churchyard Clear instructions NOT to leave churchyard unaccompanied Verbal warning to keep away from gate, especially on north side, where the footway drops steeply to the narrow road
4	Tripping on uneven paths	Pupils, teachers Abbey staff	L – 1 S - 2 Low risk		<ul style="list-style-type: none"> Verbal warning of uneven path Enforce “no running” rule
5	Tripping over or colliding with tombstones or loose stones	Pupils teachers Abbey staff	L – 2 S - 2 Low risk		<ul style="list-style-type: none"> Verbal warning not to run around near tombstones Restrict areas which pupils may use as appropriate to tasks.
6	Falling down grass banks	Pupils, teachers Abbey staff	L – 2 S - 2 Low risk		<ul style="list-style-type: none"> Verbal warning to take care near grassy banks, especially at east end of church.

7	Falling over haha wall into ditch to S of churchyard.	Pupils, teachers	L – 3 S – 4 Medium risk		<ul style="list-style-type: none"> • Teachers must check location and nature of this danger before allowing children into this side of the churchyard. • Verbal warning to pupils • Keep all children at least 10m away from ditch at all times • Ensure that adults are placed between children and ditch
INTERIOR RISKS					
1	Trip hazard – step on small inner door from porch to church	Pupils teachers Abbey staff or volunteers	L – 2 S – 4 Medium risk	Steward on duty may open larger door when groups arrive to permit access without step	<ul style="list-style-type: none"> • Pupils to enter in single file • Pupils supervised by teachers and Abbey steward when entering or leaving the building
2	Risk of tripping or falling from steps (e.g. font, pulpit) or falling against fittings (e.g. lectern)	Pupils teachers Abbey staff or volunteers	L – 2 S – 4 Medium risk	Steward advises against climbing on steps Pulpit is blocked off and visitors are not allowed to enter	<ul style="list-style-type: none"> • Teachers must not allow children to climb on any fittings or furnishings • Pupils not allowed to run around freely • Climbing on font steps not allowed
3	Risk of slipping on polished floor surfaces, especially marble floor stones	Pupils teachers Abbey staff or volunteers	L – 1 S – 3 Low risk	Potentially slippery floor surfaces; not too highly polished. “Slippery Floor” signs displayed as required.	<ul style="list-style-type: none"> • Verbal warning from teachers or Abbey steward to be careful on slippery surfaces • Pupils not allowed to run around freely
4	Trip hazard on chancel steps and steps from Lady Chapel to chancel.	Pupils teachers Abbey staff or volunteers	L – 1 S – 3 Low risk	Chancel steps are normally roped off	<ul style="list-style-type: none"> • Pupils not allowed free access to chancel area. This should be only under direction and supervision of Abbey staff as part of an agreed activity • Access to chancel only for small groups and closely supervised by teachers and Abbey staff.
5	Fire hazard from lighting candles (Lady Chapel)	Pupils teachers Abbey staff or volunteers	L – 1 S – 4 Medium risk	Matches must be obtained from steward	<ul style="list-style-type: none"> • Pupils to be in small groups under close supervision as agreed in advance between Abbey staff and teachers.
6	Spiral steps to organ loft, tower & muniment room	Pupils, teachers	These areas are potentially dangerous and closed to the public. For safety reasons, school groups are not permitted to enter.		