

## RISK ASSESSMENT

The purpose of this Risk Assessment is to enable visits to take place safely and enjoyably for all those involved, by managing the risks associated with visiting a historic building.



**Activity:** School and other group visits for: church services, tour of the church or tower climb

**Ref:** RA 14

Identify Hazard	Nature of risk	Risk level	Minimise risk by	Residual risk
The nature of the building	The Parish Church is a medieval building and its layout and general construction mean that there are trip hazards, areas that can be difficult to observe, steps, heavy wooden doors and steep stone staircases.	Medium	It is important that those responsible for the group brief them in advance about the building and make them aware of these risks. They must also take note of any guidance or instructions given to them, in writing or in person, either in advance or at the time of the visit.	Low
'Losing' members of the group	Members of the group leave the Church without the knowledge of the visit organisers.	Low	Group leaders exercise normal vigilance over the group. Where possible the main door will be closed during the visit and the group should be specifically briefed about not leaving the building.	Low
The church is open to the public every day.	Members of the public use the building at the same time as the visiting group.	Medium	Group leaders exercise normal vigilance over the group and challenge anyone approaching the children.	Low
Cornerstone Café is open in the church 10.30 - 3.30 Monday to Friday	Members of the public are in the building and food and hot and cold drinks are being consumed in the café area.	Medium	Group leaders exercise normal vigilance over the group and keep them away from the café area. Café volunteers regularly clear tables, deal with any spills and exercise normal vigilance over any children entering the café area.	Low
Large numbers are visiting to observe the Peregrine Falcons	Larger than usual numbers of visitors use the building at the same time as the visiting group.	Medium	Group leaders (and, where appropriate, the stewards on duty) exercise normal vigilance, especially around the Peregrine Falcon viewing area and challenge anyone approaching the children.	Low

Identify Hazard	Nature of risk	Risk level	Minimise risk by	Residual risk
Access to the toilets	The toilet lobby has storage for cleaning equipment and gives access to the kitchen.	Medium	Group leaders exercise normal vigilance over their group and allow only supervised access to the toilets.	Low
Access to kitchen	The kitchen is accessed through the lobby that leads to the toilets. The door cannot be locked.	Medium	Group leaders make it clear to the group that the kitchen in the north porch and the servery area in the church are out of bounds. They exercise normal vigilance and allow only supervised access to the lobby leading to the kitchen.	Low
Access to other 'out of bounds' areas	Group members exposed to other unevaluated risks	Low	Other 'out of bounds' areas made clear to the group. Leaders exercise normal vigilance over their group.	Low
Fire or other emergency	Not knowing what to do in the event of a fire or other emergency	Low	Group leaders should familiarise themselves with fire exits and emergency procedures, which will be explained as part of the general briefing prior to the visit.	Low
<p>Access to the tower</p> <p><b>Note:</b>  <b>The tower is currently closed to all users to protect the Peregrine Falcon nesting site.</b></p>	<p>The tower staircase is a steep, narrow, stone, spiral staircase.</p> <p>It is the only means of access to the tower.</p> <p>The steps are uneven in both height and width.</p> <p>The staircase is lit by small windows and artificial light, but it is still a bit dark in places.</p>	Medium	<p>Everyone should hold on to the metal handrail and walk on the widest part of the steps, especially where the staircase is very narrow near the top of the tower. Group leaders should remind the group, before they start to climb, that the stairs are steep and narrow, and that the steps are uneven.</p> <p>The group should be warned that, while there are lights, the stairs can be a bit dark in places. The top of the staircase is steep and narrow and there is a big step at the top over the door frame and onto the roof. Taller people should be reminded to 'mind their heads' near the top.</p> <p>Everyone should climb slowly and steadily, and only one person should be on each step at any time. Individuals should be reassured that it is OK to take their time and lead with their 'best foot' from each step (step, together, step, together etc.) if they are more comfortable doing so.</p> <p>The leading adult needs to be reminded that the door at the top may need to be opened and fastened back.</p>	Low

Identify Hazard	Nature of risk	Risk level	Minimise risk by	Residual risk
Tower roof and walkway.	The walkway crosses the apex of the roof and can feel quite exposed.	Low	Group leaders must exercise normal vigilance over their group. The group should be reminded not to step from the walkway or lean out over the parapet.	Low
The tower is about 50m high and there are more than 170 steps.	Individuals with medical or other conditions affecting the heart or breathing (whether child, young person or adult) may be seriously adversely affected by the climb.	High	Inhalers and other medication must be carried at all times when climbing the tower.  Individuals with additional health, mobility or behavioural needs may need appropriate, additional support. There is no access to the top of the tower other than by the staircase.  Accompanying adults must carefully self-assess their own fitness to make the climb.  Cromer PCC reserves the right to refuse permission for any individual or group to climb the tower if they are not satisfied that it is safe for the individual or the group to do so.  One adult should lead the group, with another at the back.	Medium
The staircase is narrow and there are few safe passing places. The walkways at the top of the tower are quite small.	Too many people on the tower makes it difficult to negotiate the steps safely and overcrowding on the roof spoils the view and makes it more difficult to supervise the group.	Medium	There must be no more than 20 children or young people in the group climbing the tower. They must be accompanied by at least two adults (18 or over) or a greater number of required to satisfy safe supervision ratios. The maximum number permitted on the tower at any one time is 22.	Low

**For 'Risk level' and 'Residual risk' use 'High', 'Medium' or 'Low'**

**Date Reviewed: May 2021**

Next review due: May 2022