

RISK ASSESSMENT 2026/2027

Name of Activity: Cathedral based activities	Location: Cathedral and Education rooms in SOCC
Risk Assessment undertaken by: Alex Carton	Key Date: Term Time only
Signed: Date: 30/07/2026 	Manager Signed: Alex Carton Date: 30/07/2026

Scope of Risk Assessment:

This assessment covers school visits to the Cathedral and SOCC and activities undertaken inside and around those buildings

Visitor Profile:

- Age range: 4-18 years
- Alcohol consumption high/moderate/low - Low
- Likelihood of some drug use – Low
- Average attendance – 100

Risk scoring system

Score	Probability / Likelihood	Severity
1	Rare: not expected to happen during normal school visits.	Minor: no injury or first-aid-only injury.
2	Unlikely: could happen but not expected.	Moderate: minor injury, short-term ill health or temporary distress.
3	Possible: might happen occasionally.	Significant: injury requiring medical treatment, safeguarding incident or serious distress.
4	Likely: could happen during a visit if controls fail.	Major: serious injury, major safeguarding concern or hospital treatment.
5	Almost certain: expected to happen frequently without controls.	Severe: fatality, life-changing injury, abduction or multiple serious injuries.

Action levels: 1–4 Low: manage through routine controls and supervision. 5–9 Medium: monitor and confirm controls before each relevant visit. 10–15 High: senior review required and additional controls needed before the activity proceeds. 16–25 Very High: activity must not proceed until risk is reduced.

Safeguarding Arrangements for School Visits

Peterborough Cathedral is a public building, and school groups may encounter other visitors, volunteers, contractors and worshippers during their visit. The Cathedral is committed to creating and maintaining environments that are safe for children, young people and vulnerable adults

Supervision

- Schools always remain responsible for the supervision and welfare of their pupils unless responsibility has been formally transferred as part of a structured and appropriately supervised Cathedral-led activity.
- The number of accompanying school staff, the school Designated Safeguarding Lead and the lead teacher mobile number are collected at the time of booking.
- Children must not be left unaccompanied anywhere on the Cathedral or SOCC site outside of organised and appropriately supervised activities.
- A child should not be considered supervised simply because a parent, teacher or other adult is elsewhere in the building.

- School staff should undertake headcounts when moving between locations and before departure.
- The Cathedral adopts recommended supervision ratios of:
 - Ages 4–8: 1 adult to 6 children
 - Ages 9–12: 1 adult to 8 children
 - Ages 13–18: 1 adult to 10 children
 - A minimum of two adults should accompany each group wherever possible.

Cathedral Staff and Volunteers

- Cathedral staff and volunteers must not work alone with children and must not assume informal or unplanned supervisory responsibility.
- All staff and volunteers involved in work with children, young people and vulnerable adults receive safeguarding training appropriate to their role.
- Safer recruitment procedures, references, safeguarding training and DBS checks are applied where required.

If a Child is Lost or Appears Unaccompanied

Staff and volunteers will:

- Assess immediate safety.
- Make reasonable enquiries.
- Ensure the child is not left unattended.
- Inform the Duty Manager or Safeguarding Lead.
- Record the concern or incident in accordance with Cathedral safeguarding procedures. The Cathedral Lost Child / Red Flag Procedure applies to all school visits.

Responding to Safeguarding Concerns

The Cathedral follows the safeguarding principles of:

Recognise • Respond • Record • Refer.

If a child, young person or adult discloses a concern, staff and volunteers will:

- Listen carefully and take what is said seriously.
- Remain calm.
- Avoid leading questions.
- Not investigate.
- Not promise confidentiality.
- Make a factual written record as soon as possible.

Any safeguarding concern or allegation must be reported immediately to the activity leader and the Cathedral Safeguarding Officer.

If someone is in immediate danger of significant harm, emergency services must be contacted on **999**.

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Safeguarding Contacts

Cathedral Safeguarding Officer (CSO)
 Oliver Pengelly
 07437 872592
Safeguarding@peterborough-cathedral.org.uk

Diocesan Safeguarding Team (DST)
 01733 887040
Safeguarding@peterborough-diocese.org.uk

If the Cathedral Safeguarding Officer is unavailable, implicated, or immediate advice is required, concerns should be referred to the Diocesan Safeguarding Team, local MASH, Adult Social Care or the Police as appropriate.

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
CATHEDRAL OUTSIDE										
OUTSIDE The West Front Green and Precincts Walk has vehicular access. School groups cross the West Front space to enter the Cathedral via Norman Arch, Wheel Yard and Gravel Walk	RTA	Children and School Staff	3	5	15	- School groups must be supervised by their teachers and helpers when walking in the precincts. - Teachers must supervise the children crossing roads - If using the West Front grass area for picnics, children should remain seated and not run around - Wherever possible, a member of the education team should meet the school outside the west front to help line them up in a safe place	1	5	5	M

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
OUTSIDE The Cloisters is a public space with entry points on two sides. It is an ancient ground – uneven in places with gravel paths. There is a well in the centre of the space. There is no shade	• Trips, Slips, Falls • Safeguarding • Damage to environment • Head injuries • Sunburn/Heatstroke	Children and School Staff	3	2	6	• This space is used primarily by schools at lunch time. The children must be always supervised and remain within the quadrangle. They should not be allowed down the alleys on the west and east sides of the cloister. • Care should be taken when playing – it is not an area built for this purpose – and school staff should ensure that children are not running over gravel, edges between grassed and gravelled areas. • Children must not be allowed to climb on the well. There is a sign on the top communicating this, but children must be supervised and staff aware. • Children must not be allowed to hang off the tree • Care should be taken along the walls of the cloister as they are hundreds of years old, easily damaged and could pose a risk • School staff should advise children to wear hats and sun cream	2	2	4	L
OUTSIDE Nature Walk	• Allergies • Stings/bites • Long hanging branches	Children and school staff	3	2	6	The gardens are used during our ‘Creation Walk’ activity. • Class Teachers should make Peterborough Cathedral aware of any	2	2	4	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						conditions prior to the visit and should carry appropriate medication and knowledge of treatment • Children will be advised of stinging and biting plants/animals. Children will be supervised by adults, always. • Advise the way to capture and release animals safely. • Children will be advised not to touch any hazardous plants and not to eat anything whilst in the woods or in the SOCC garden. • Hands to be washed with soap after the activity and before eating. The site will be checked to remove hazards at eye level. • Children will be advised not to run on the walk. Children to be advised not to get soil in mouth or eyes. Nothing to be eaten during the activity. Hands to be washed with soap after the activity and before eating. • First aid trained members of school staff equipped with first aid kits, to be present at all times. • Two-way radio to be kept for emergency contact.				

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Coach/Minibus Arrival	Vehicle collision Child struck by vehicle	Children	3	5	15	- Teachers supervise disembarkation. - Children remain with adults until assembled. - Use designated drop-off and collection points. - Children do not crossroads unsupervised	1	5	5	M
Severe Weather	Heat exhaustion Sunburn Dehydration Cold-related illness	All	3	2	6	- Weather checked before activities. - Alternative indoor locations available. - Water, hats and sunscreen encouraged.	1	2	2	L
CATHEDRAL INSIDE										
Uneven stone floor throughout the Cathedral	Trips, slips, falls	Children and school staff	3	1	3	- Guides and or school staff must ensure that children walk carefully and with attention to the uneven floors - If participating in a guided activity, guides should make sure the group walk behind them and not run out in front	2	1	2	L
Chair trolleys	Trips, slips, falls, bumps	Children	3	3	9	- The trolleys have sharp points at head height - Ensure that the chair trolleys are stored in an appropriate place ...away from areas where children may walk when they visit.	1	2	2	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Incense	Allergies	Children and school staff	2	2	4	• Cathedral to advise schools if incense is being used in their activity • Schools should advise the Cathedral in advance of any known asthma, respiratory sensitivity or allergy concerns. • Children may look at the incense boat but should not handle incense unless this has been agreed and supervised. • Incense should not be burned during school activities unless this has been planned and teachers have been informed in advance. • Teachers must carry and administer pupil medication where required.	1	2	2	Low
Candles and Gurney Stoves	Burns	Children and school staff	2	2	4	• The Gurney Stoves have railings around but can be touched by taller children or accessed from behind by unsupervised smaller children. • Guided groups pass by the stoves and only stop if children ask about them. If this is the case, they should be approached in the same way as candle stands. • Guided school groups should be spaced out away from candle stands • Guided groups do not allow children to light candles unless requested by the	1	2	2	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						teacher in which case the guide should request that the teacher supervises If the group is self-guided, children should be supervised and not permitted to light candles unsupervised				
Low steps – there are many low steps around the building including in areas used by the schools	Trips, slips, falls	Children and school staff	3	2	6	- Guides and or school staff must ensure that children walk carefully and with attention to the low steps - If participating in a guided activity, guides should make sure the group walk behind them and not run out in front - Children should go around the dais, to avoid tripping up or down.	2	2	4	L
TV screen legs jut out slightly	Trips, slips, falls	Children and school staff	3	2	6	- Guides and or school staff must ensure that children walk carefully and with attention to the TV screens - If participating in a guided activity, guides should make sure the group walk behind them and not run out in front	2	2	4	L
Heavy doors on the north and south side	Crushing injuries	Children and school staff	3	2	6	- The doors are emergency exits – two of the doors should only be used in an emergency - The ‘Cloister’ door on the south side of the building is used to access this outside space at lunchtime or during Easter/Creation days (guided activities) - If a guided group, education staff/volunteers should show the school	2	2	4	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						to the door, open both doors wide until they stay open and inform the teacher about the potential hazards. Self-guided groups – teachers should supervise their children and act as described above				
Quire Stalls – kneelers, Carpet tiles	Trip Hazards	Children and school staff	3	1	3	Education team should ‘walk the floor’ checking for trip hazards before and after each visit to check the walkways	1	1	1	L
Toilets are open to and used by the public	Safeguarding	Children and school staff	2	4	8	- Teachers must accompany or appropriately supervise pupils using the toilets. - Pupils must seek permission before leaving the group. - Public toilets are shared spaces used by visitors. - The Cathedral Safeguarding Procedure and Lost Child Procedure apply. - Any safeguarding concern must be reported immediately to the lead teacher and Cathedral safeguarding lead.	1	4	4	L
Public space with multiple exits	Safeguarding/Lost child	Children	3	4	12	Teachers must supervise their children, always.	1	4	4	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						- Self-guided groups are advised (by way of this document) to staff the exits to ensure that no student leaves the premises. - Guided activities – where children are required to spend time ‘self-guiding’ education staff and volunteers should designate an area to each group ensuring that there are enough staff and volunteers to monitor the exits and entry points. - The Cathedral’s safeguarding procedures and policy are linked in the terms and conditions received by teachers at the time of booking - Pupils must remain within designated activity areas. - School staff should position themselves to supervise exits where appropriate. - Lost Child / Red Flag procedures apply.				
Blue gates	Crushing injuries	Children and Staff	2	2	4	- The blue gates are opened by vergers/security at the start of each day - Education staff should not need to open them however if that is necessary only adults should do this	1	2	2	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Presbytery Steps can be slippery if a person runs on them	Slips, Trips and Falls	Children	2	2	4	Children should be requested to walk carefully over the space	1	2	2	L
Wires and Cables	Trips	Children and Staff	2	2	4	Education staff should walk the floor of the Cathedral prior to the school's arrival to ensure that any wires/cables are either put away or placed underneath proper wire coverings	1	2	2	L
Large candle stands are wobbly	Trips, slips, falls, crushing	Children and staff	2	4	8	- Although heavily weighted at the bottom, these stands (usually in the Cathedral during autumn and winter) are wobbly if knocked which could cause a trip or if enough force is applied, a serious injury. Teachers and education staff should be aware of them when guiding groups around the building. - Not position groups near them and the candle stands should be placed in positions where they are least in the way	1	4	4	Low but needs monitoring
AV area – has technical and furniture equipment	Trips, slips, falls, crushing	Children and staff	3	3	9	This is a no-go area with groups and is barriered off. Children should be supervised, not stop in this area.	2	3	6	M

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Evacuation of the Cathedral	- Panic - Trips - Crushing	All	2	5	10	- Evacuation of guided groups should be led by the education staff/volunteers leading that group - Care should be taken when exiting via the south nave exits as steps lead down into the Cloister Fire evacuation procedure should be followed	1	5	5	M
Terrorist Threat – National emergency	Death	All	1	5	5	- Schools will follow instructions given by Cathedral staff, emergency services and security personnel. - The Cathedral emergency, lockdown and evacuation procedures apply.	1	5	5	M
Potential abuse from individuals who have easy access to the site	- Unpredictable Behaviour: Individuals may exhibit sudden aggression, or emotional outbursts. - Distress and Anxiety: Students, especially younger children, can become frightened	Children and adults	2	4	8	- The Cathedral has a safeguarding policy, safer recruitment procedures and dedicated safeguarding leads. These documents are sent to the school via link in the terms and conditions at time of booking - Schools are requested to always keep members of school staff with children - Maintain a strict log recording the exact dates, times, descriptions, approaches or incidents. - Move the school party away from the individual immediately.	1	4	4	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						- Position staff members between the individual and the students. - Speak in a calm, non-confrontational tone if interaction is unavoidable. - Do not argue, challenge, or make prolonged eye contact with the individual. - Contact local security				
CRAFT ACTIVITIES UNDERTAKEN IN EITHER THE CATHEDRAL OR EDUCATION ROOMS IN SOCC										
Sharp craft materials – scissors, aluminium sheets, badge pins	Cuts	Children	3	1	3	- First aiders on site and with the school - Clear instructions given to children - Support available to assist children in the activity	2	1	2	L
Clay, glue, hessian, paint, ink, crayons, pens, charcoal dust	Allergic reaction	Children	1	2	2	- Children should not ingest any of the materials - Non-latex gloves available for those children allergic to clay – teachers should advise at time of booking - Most materials are purchased from educational suppliers and are commonly used in schools - Masks will be available - COSHH plans are available for some stationary items: - clay	1	2	2	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
						- charcoal - glue - glue sticks - paint				
Large scale school events	- Crowding - Lost child - Delayed evacuation	Children	3	3	9	- Visitor numbers monitored. - Additional staff/volunteers deployed where appropriate. - School groups allocated defined activity areas.	2	3	6	M
EDUCATION ROOMS in SOCC										
Lost children/ vulnerable persons	- Children distressed, abducted - Safeguarding issues - Adults distressed	Children and vulnerable adults	2	3	6	- Lost children point at the Cathedral greeting desk - Vigilant staff and volunteers to look out for unsupervised children / vulnerable adults - Necessary staff and volunteers to attend safeguarding training - Red-flag procedure to be read in conjunction with this RA	1	3	3	L
Evac-Chairs / Mattresses	- Falls - Injury	Visitors (Adults and Children), Volunteers and Staff	2	4	8	- All staff to receive training on use - In-house refresher training/ practice to regularly take place - Regular inspection and servicing of equipment	1	4	4	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Public Toilets - Hot water - Wet Floors - Locking doors	- Burns / scalds - Slips and trips - Locked- in / lock faults	Staff, Volunteers and Visitors (Adults and Children)	1	1	1	- Water temperature to be kept under a scalding temperature - Water temperature to be regularly checked - Floor to be monitored for wet, especially during peak periods - Wet floor signs to be put out if necessary - Locks can be opened from the exterior of each door	1	1	1	L
Education Floor toilets	- Unisex cubicle - Lock ins - Doors left unlocked whilst the cubicle is occupied	Children and young people	1	1	1	- School Staff to monitor children - Cathedral staff and volunteers to use ground floor loos during school visits	1	1	2	L
Uneven floorings / Steps and Stairs	Trips, slips, falls	Staff, Volunteers and Visitors (Adults and Children)	1	1	1	- Floors to be made even where possible. - Children asked not to run inside the centre - Handrails to be used and recommended for use with the stairs - Children using stairs for lower floor toilets must be accompanied by school staff	1	1	1	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Heavy doors	Crushing injuries	Staff, Volunteers and Visitors (Adults and Children)	1	2	2	- Staff and volunteers to assist with opening/ holding doors where possible - Children warned not to play with doors	1	2	2	L
Number of people in the building	- Blocked exits - Slower evacuation - Trampling	Adults and children	3	3	9	- Only 150 people in SOCC at one time 60 people in KC max	2	3	6	M
The main entrance door at no. 25	- Crushing injuries - Closes suddenly - Very narrow	Staff, Volunteers and Visitors (Adults and Children)	3	2	6	- Both doors to be opened on entry and exit with school parties - One Cathedral volunteer to hold the door open and cathedral volunteer to ensure doors are shut properly once school party have entered/exited	1	2	2	L
Ropes/Barriers	Trips, slips, falls	Visitors (Adults and Children)	1	1	1	- Barrier placement to be in a suitable area - Visitors asked not to move or pull on the barriers	1	1	1	L
Unstable (temporary) display panels / falling objects	Crushing injuries	Visitors (Children and Adults), Staff and Volunteers	2	1	2	- Ensure anything wall mounted or kept at height is checked regularly for security. - No heavy items to be displayed/ stored above head height.	1	1	1	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Electrical plug sockets	Electrocution	Visitors and Schools	2	4	8	- School groups to always supervised - Children to be always supervised by adults; no unaccompanied children in the centre	1	4	4	L
First-Aid	Any injury or illness exacerbated by first aid not being available	Staff, Volunteers, Visitors (adults and Children) and School Groups	2	3	6	- Vergers and some staff are first aid qualified. - At least one member of trained staff on site always - Use of emergency services if necessary - Radio contact	2	3	6	M
Major incidents	Fire/Bomb threat	Staff, Volunteers, Visitors (adults and Children) and School Groups	1	5	5	- Evacuation of the centre as per main procedures and emergency plans - School staff should familiarise themselves with fire safety notices displayed in the centre	1	5	5	M
Stairs/steps	Trips, slips, falls	Children/staff	2	2	4	- Children asked to always walk with one hand on the bannister rail - Supervised by staff and volunteers	2	2	4	L
Low lighting	Trips, slips, falls	Children/staff	2	2	4	- Children asked to walk - Supervised by staff and volunteers	2	2	4	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Key Code Entry Doors	Trapped in landing area	Children/adults	4	1	4	- Children must be supervised at all times - in landing area - Give code to the teacher	2	1	2	L
Lift	- Lost children - public access – safeguarding issue - Lift error – stuck in lift	Children and adults	2	1	2	Lift to be kept on ground floor	2	1	2	L
Unlocked Cupboards	- Electrocution, poisoning, chemicals - Trips, slips, falls	Visitors, Schools, Staff and Volunteers	2	4	8	- All cupboards and non-public areas to always remain locked - COSHH sheets in each cleaning cupboard	1	4	4	L
Table-Top Displays – some heavy items (Temporary Exhibitions)	Crushing injuries	Visitors (Adults and Children), Staff and Volunteers	2	2	4	- Visitors asked not to lift objects - No unaccompanied children to be allowed into SOCC.	2	2	4	L
Low ceilings and door frames	Head injuries	Visitors (Adults), Staff and Volunteers	2	2	4	Warning: ‘Mind your Head’ stickers on relevant door frames	2	2	4	L

Hazards	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Wheelchairs	Accessibility	Children and Adults	1	2	2	- Pre-visit information obtained on booking form regarding accessibility requirements. - Photos and access information available before visits. - Accessible routes and toilets identified. - Adjustments agreed in advance for pupils and adults with additional needs.	1	2	2	L
Hot drinks	- Slips and Falls - Burns and scalds	Children and adults	2	2	4	Use Lidded Cups: Always use secure, spill-proof lids or travel mugs when moving hot drinks	1	2	2	L
Food Allergies and Lunch Arrangements	- Allergic reaction - Anaphylaxis - Choking	Children	2	4	8	- Schools remain responsible for dietary and medical requirements. - Medication accompanies pupils. - Handwashing before eating. - Children should not share food.	1	4	4	L

General – school staff must bring their own first aid support. The Cathedral education staff and some other members of Cathedral staff are first aid trained

Risks to be monitored at regular intervals as follows: (these will normally be those rated Medium after controls are in place)

Hazard	Monitored by	Frequency
The West Front Space and Precincts Walk has vehicular access. School groups cross the West Front space to enter the Cathedral via Norman Arch, Wheel Yard and Gravel Walk	All staff included but not limited to grounds, security, welcoming and education staff	Education staff to, where possible greet school outside the Cathedral Lunch time – staff to monitor throughout
Large candle stands	Education staff and vergers	Education staff to walk around the Cathedral before a visit to check positioning of the stands Liaise with Head Verger over where they are positioned to ensure least likely hazard
AV area	Education staff and vergers	Education staff to walk the floor before the visit to check for potential hazards
Evacuation	All	Education team to ensure guides are aware of evacuation procedures. Exit procedures announced to all guided groups on arrival. Evacuation points to be sent to self-guided groups

Related Documents
• 2026 Cathedral Safeguarding Children and Vulnerable Adults Procedure • Cathedral Safeguarding Policy and code of safer working practice • Lost child / red-flag procedure • Reporting a concern form and safeguarding record-keeping process • Fire evacuation procedure and assembly-point information • Major incident, invacuation/lockdown and emergency plan • First aid procedure and incident-reporting process • Educational visits terms and conditions • Pre-visit Social Story: “My Visit to Peterborough Cathedral” • School booking information, including accompanying staff numbers, school designated safeguarding lead and lead teacher mobile number • Volunteer, safer recruitment, DBS and safeguarding-training records

- COSHH assessments and safety data sheets for craft and cleaning materials
- Accessibility information, including accessible routes and toilets
- Public liability insurance information, where provided to schools