

## Risk assessment advice for school visits to Southwark Cathedral

This information is provided to help you do your own risk assessment for your visit with us. If you have not been to us before you may wish to conduct a pre-visit planning trip. Individuals can visit the Cathedral free of charge.

### The Cathedral, Learning Space and Lunch Area

The areas your visit are maintained by a full-time facilities team. Our spaces are checked daily to remove or minimise hazards by our Learning team.

### Allergy awareness

We cannot guarantee that we are a nut-free site but we do kindly request that you bring nut-free packed lunches if accessing our lunch space.

### Our activities for schools

All our sessions and activities are designed and managed to remove or minimise hazards. All materials, equipment and objects used are checked to make sure they are safe, and any trip/slip hazards are removed. Risk assessment is reviewed on a regular basis.

### Our staff

All our staff and volunteers have undergone a basic disclosure (police check) and we carry out a DBS enhanced disclosure for anyone involved in regulated activity (e.g., regular contact with the same children). Everyone is familiar with and complies with the Cathedral Safeguarding Children and Adults at Risk policy and procedures.

### Safeguarding

We have dedicated Cathedral Safeguarding Officers and regular training for staff and volunteers in safeguarding children in safeguarding young people, vulnerable adults. Our safeguarding policies and procedures are online:

<https://cathedral.southwark.anglican.org/about-us/safeguarding/>

### Fire, evacuation and lockdown

We have fully tested evacuation and lockdown procedures in place in case of fire or other emergencies with regular staff and volunteer training. In the case of an evacuation, school groups are escorted to a muster point by our staff who work with teachers to ensure that all pupils are present and safe. Our buildings are fitted with alarm systems and emergency exits are clearly marked. **Please bring a register of all your students, staff and any parents who are attending with you.**

### First aid

You should bring a trained first aider with you and trained staff if you have any students with specific medical needs. We do have members of staff who are trained in providing first aid. Please inform the Cathedral staff facilitator immediately if anyone in your group requires assistance due to illness or injury.

### Lost pupils

Please inform the session leader immediately if any pupils become separated from the group and you are unable to find them. We have established procedures in place to deal with these situations efficiently.

### Supervision

Please note that teachers and accompanying adults are responsible for the health and safety of their group and should always remain with pupils while in our buildings and during any emergency evacuations. We require the following ratios:

Foundation	Key stage 1	Key Stage 2	Key Stage 3	Post 16, AS/A2	SEN
1:3	1:6	1:6	1:15	1:15	1:5

### Use of public toilets

We have an enclosed area with toilets that are not accessible to the public during your visit when you are in our learning centre areas. You are responsible for supervising toilet visits. During your Cathedral trail, should a pupil need to access the public toilets they should be accompanied by a member of your staff.

### Further advice

If you need more information to help you prepare your risk assessment, or would like to meet or speak with a member of the Learning Centre to help plan your visit, please email [learningcentre@southwark.anglican.org](mailto:learningcentre@southwark.anglican.org)