



ELY CATHEDRAL

RISK ASSESSMENT FORM

Location / Site Name and Address: The Cathedral Centre, Ely Cathedral, The College, Ely, CB7 4DL	Form Ref: RA LT7
Assessment Carried out by (Name): Hilary Young	Date & time of assessment: 8 th January 2026 (finalised 27 th Jan 2026)
Job title: Learning Officer	Review Date: 27 th January 2027
Brief description of task, workplace & its specific location (if relevant, detail the weather conditions at the time of the assessment): Learning and Community Outreach groups in the Cathedral Centre (educational visits, Lego Café, Volunteers' Coffee Morning, holiday learning activities etc) Use of Sensory Room by local families who do not ordinarily have access to such facilities (e.g. home-schooled children or those without or awaiting a formal diagnosis). Visiting schools will also be able to use it if a SEND child needs a break during an educational trip (e.g. on days when the organ is being tuned). It is not for use for parties etc, only for educational purposes. There is a booking form and once the booking is confirmed Terms and Conditions will be issued. The room has soft matting, all electrical points are capped or inaccessible, the radiator is covered and there will be suitable toys for use. It is located on the ground floor. A member of staff will always be on the premises whilst it is being used.	
Identify who might be at risk	Tick if applicable
Employee	√
Volunteer	√
Visitor / member of the public	√
Those particularly at risk – young person, expectant or new mother & those with a disability	√

Circulation to: Director of Learning, Learning Officers, office staff in Simeon Room, H&S Officer	Date:
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What are the hazards? *	Who might be at risk of harm & how?	Controls already in place	What further action is required to control the risks?	Action by who?	Action by when?	Completed on (date)
Fire -locked or blocked emergency exits	Staff, volunteers and children and adults using the room – all are at risk of smoke inhalation, burns, serious injury & death	Staff will ensure that all exits are unlocked and free of any blockages/obstructions at the beginning of the day and will periodically check throughout the day that they remain clear of any obstructions.	n/a	n/a	n/a	
Fire – uncertainty as to what to do if the alarm sounds. This could cause panic	Children and adults using the room – all are at risk of smoke inhalation, burns, serious injury & death	A notice is displayed on the back of the door detailing the procedure to be followed in the event of the alarm sounding. This is also referred to in the T&Cs Some staff are trained as fire marshals but whoever is on duty will ensure that the users of the room are quickly and safely evacuated from the building	n/a	n/a	n/a	
Fire – Smoking/ vaping	Staff, volunteers and children and adults using the room – all are at risk of smoke inhalation, burns, serious injury & death	Smoking and vaping are prohibited in all Cathedral buildings and on Cathedral land.	n/a	n/a	n/a	
Slips, trips and falls	Everyone- risk of injury (bruising,	All visitors to be made aware of potential risks around the building. Young	Yellow hazard sign/ cone to be used as and when wet spills occur.	Staff	As and when necessary	

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	broken limbs, head injury)	children to be monitored by their adults. Wet spills to be cleaned promptly when they occur. Anti-bacterial floor wipes to be used for any spills. No food or drink allowed in the room. Trailing cables (e.g. in the sensory room itself the lava lamp) will be covered by matting or equipment located so as to not create a trip hazard				
Burns on radiator	Everyone- risk of burns	A radiator guard has been fitted to stop access to the pipes and radiator itself. A wooden grill prevents people being able to touch the radiator.	n/a	n/a	n/a	
Ice on ramp and path leading to the Cathedral Centre door	Everyone- risk of injury from slips and falls (bruising, broken bones, head injury)	Workforce to grit the path as necessary in cold weather.	n/a	n/a	n/a	
Use of toys and play equipment	Children- risk of illness or injury from damaged/ dirty equipment	Toys to be chosen to be child friendly and too large to be swallowed. All equipment to be regularly checked and breakages repaired or removed.	n/a	n/a	n/a	

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		Cleaning to happen after each session. Only toys suitable to age group to be provided. Cathedral staff or volunteer to advise safe use of toys to adults.				
Children exiting the building	Children- risk of losing a child, being injured by a car on the road etc (There is also a safeguarding risk, please see below)	Adults who have booked the Sensory Room privately will agree to the Terms of Use document. They will be informed that they remain responsible for their young person. Sensory Room Users from school groups will have been provided with the Terms of Use at the point of booking. The nominated member of Learning Team staff will introduce themselves and will remain responsible for them for the duration of their session. Once all attendees have arrived, locked front doors to be shut (they can still be opened from the inside by an adult in the event of an emergency). Keep unused doors shut. All adults to remain vigilant. On days	Extra security doors to be included in the architect's plans at the base of the stairs for the renovations of the building in phase 2.			

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		when the Ovin Room is in use by community groups (bereavement/ volunteer coffee morning), ensure both the Sensory Room users and coordinators of the community group are aware that the foyer is a shared space. A member of school or Learning Team staff to oversee the foyer area. There is a doorbell to alert the designated member of staff who is overseeing the Sensory Room session if assistance is needed immediately. Users are made aware of this at the point of booking.				
Safeguarding	Young people, children & vulnerable adults – all at risk of becoming separated from companions and potentially finding themselves vulnerable. Other adults present are also potentially at risk	Adults who have booked the Sensory Room will agree to the Terms of Use document. They will be informed that they remain responsible for their young person. The Cathedral has a safeguarding handbook, guidance and training. There is also a pocket guide issued to all staff and volunteers. Training is	n/a	n/a	n/a	

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	of being put in a situation that may be misrepresented or misunderstood by others.	regularly refreshed (3-year cycle). DBS checks where required for specific roles. Internal procedures apply to specific departments. Posters identifying the Cathedral Safeguarding Team are displayed and, on the website, and noticeboard. There are links in the handbook to external agencies and guidance (including the Church of England)				
Proximity of server cupboard	Children- risk of touching electrical components	Server cupboard has been surrounded by protective mesh/ cage guard to prevent it being opened and gaining access to the cupboard.	n/a	n/a	n/a	
Proximity of electrical trunking	Children- risk of touching electrical components	All electrical sockets have been changed to blank sockets.	n/a	n/a	n/a	
Head bangs	Children- risk of injury on server cupboard/ guard and radiator	Adults who have booked the Sensory Room will be given details of potential risks in the Terms of Use document at the time of booking. All users to be advised of hazards in the	n/a	n/a	n/a	

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		room. Foam floor tiles and foam soft play equipment are provided as standard for each booking. A basket of blankets will be available to use as protective padding around corners etc if required by adults. Accident procedures will in the terms and conditions provided on the booking form prior to each visit.				
Strangulation	Everyone- risk of neck being caught on roller blind chain	Adults who have booked the Sensory Room will be given details of potential risks in the Terms of Use document at the time of booking. All users to be advised of hazards in the room. High level blinds have been replaced with appropriate safety mechanism installed to prevent entanglement/strangulation.	n/a	n/a	n/a	
Adult needs assistance with their young person (e.g. disruptive behaviour, someone feeling unwell etc)	Adults and children – risk of injury or sickness	Doorbell is on the doorframe of the Sensory Room. This bell rings in the office to alert members of staff that assistance is needed. Users are made aware of this in the Terms	n/a	n/a	n/a	

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		of Use document, seen prior to their session.				
Bubble lamp – risk of being tipped over and electrical hazard	Children- risk of lamp toppling over and injuring child. Electric shock	Bubble lamp has been attached to a custom-made sturdy base to make it more stable. PAT testing will be carried out as part of the organisation's annual testing regime.	n/a	n/a	n/a	
Fingers trapped in door	Everyone- risk of injury (bruising, broken bones)	Existing door is a standard office door which has been fitted with finger guards inside and out.	n/a	n/a	n/a	
Medical emergency	Children and adult users – all at risk of injury/ill health	Some staff are EFAW trained (plus 1 is Paediatric trained). There are first aid kits on site for use by staff. Vergers are available from the Cathedral and are FAW trained. 2 defibrillators available in the Cathedral (Canon's Vestry & Processional Way). If necessary, a Verger or member of staff will call the emergency services. Families to be given procedures for accidents in the terms and conditions in the booking form, prior to	n/a	n/a	n/a	

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		their visit, including emergency phone details for the supervising adult in the event of them being taken unwell. There is a doorbell to alert the designated member of staff who is overseeing the Sensory Room session if assistance is needed immediately. In the case of a medical emergency of the supervising adult, two members of Ely Cathedral staff (including the member of the Learning Team on duty) will remain with the young person until the emergency contact listed on the booking form arrives to collect them.				

*when identifying hazards you may wish to consider things such as slips, trips & falls, manual handling, violence/threatening behaviour, working at height, COSHH, electricity, lone working, use of equipment & machinery, noise, use of PPE, falling objects, display screen equipment, food hygiene & safety etc.

Please note you **do not** have to consider all the hazards listed here, only those relevant to the activity being risk assessed and indeed you may identify other hazards which you need to assess but which are not listed here.