



ELY CATHEDRAL

RISK ASSESSMENT FORM

Location / Site Name and Address: The Cathedral Centre, Ely Cathedral, The College, Ely, CB7 4DL	Form Ref: RA LT1 (updated version March 2025)
Assessment Carried out by (Name): Hilary Young	Date & time of assessment: 25 th March 2025
Job title: Learning Officer	Review Date: 25 th March 2026
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 for educational visits, Lego Café, Volunteers' Coffee Morning, holiday learning activities etc. Where children are attending, they are accompanied at all times by either a teacher/TA or parent/carer	
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	√
Signature of Supervisor/Manager:	Date:

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)
Please see separate Risk Assessment for the Sensory Room.						
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 of being put in a situation that may be misrepresented or misunderstood by others.	All children must be accompanied by a responsible adult, either school staff or parent/carer. The Cathedral has a safeguarding handbook, guidance and training. There is also a pocket guide issued to all staff and volunteers. Training is 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 on the noticeboard and on the website. There are links in the handbook to external agencies and guidance	Ongoing monitoring	All staff	ongoing	

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		(including the Church of England).				
Lone working	Staff and volunteers- risk of intruders (vulnerability to verbal abuse/ violence)	Staff and volunteers to inform each other as they leave the building. Ensure front door is locked and building is secure for lone worker remaining in building. In/ Out board being used and details of RGP (security company) contact info on the Noticeboard	None			
Fire - locked or blocked emergency exits and/or routes	Everyone – all are at risk of smoke inhalation, burns, serious injury & death	Staff will ensure that all exits are 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.	None			
Fire – uncertainty as to what to do if the alarm sounds. This could cause panic	Everyone – all are at risk of smoke inhalation, burns, serious injury & death	Some staff, are trained as fire marshals and so will ensure that the users of the building are quickly and safely evacuated from the building	None			
Fire – Smoking/Vaping	Everyone – all are at risk of smoke	Smoking and vaping are prohibited in all	None			

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by accompanying adults	inhalation, burns, serious injury & death	Cathedral buildings and on Cathedral land. Signage is in place				
Candles	Everyone – all are at risk of smoke inhalation, burns, serious injury & death	Use of candles is prohibited.	None			
Slips, trips and falls	Everyone- risk of injury (bruising, broken limbs, head injury etc)	All visitors to be made aware of potential risks around the building. Young children to be monitored by their adults (parents or school staff). Wet spills to be cleaned promptly when they occur. Any trailing cables will be relocated or secured down with tape/covered with rubber matting	Yellow hazard sign/ cone to be used as and when wet spills occur.	Staff	As and when necessary	
Fall on stairs	Everyone- risk of injury (bruising, broken limbs, head injury etc)	All visitors to be made aware that the stairs are steep. Visitors will be asked to use the handrails and take their time. Young children to be accompanied by an adult. First aiders available on site and first aid	None			

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		boxes on ground floor and top floor.				
Users of lift stranded upstairs during fire drill/ emergency/ lift stops working	Lift users- risk of being trapped and unable to leave/ access facilities, potentially at a dangerous time. There is the risk of smoke inhalation, burns, death etc	Lift to not be used in event of fire. Evac chair training completed 24/04/23 for stairway from Simeon Room to ground floor. Lift only to be used for people if two members of staff who has been Evac Chair trained is on duty for the duration of the users visit. Those with mobility problems can be assisted down the stairs by the use of the EvacChair which must only be operated by a trained member of staff.	Evac chair practise to be continued by trained staff. 2 x Evac chair trained staff to be on site when lift is needed to be used. Trained staff: PS, HY, SN, JPatkai	PS, HY, SN, JPatkai	ongoing	
People stuck in lift	Lift users- risk of being trapped and unable to leave/ access facilities, panic attacks due to claustrophobia	Lift not to be used for the transportation of people if alone in the building. Lift users to alert others when going into the lift. Only use the lift if other people are present to assist in event of an emergency.	None			

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		There is signage on the lift doors about its use.				
Ice on ramp and path leading to the Cathedral Centre door	Everyone- risk of injury from slips and falls (bruising, broken bones, head injury)	Rock salt is stored in the Cathedral Centre to allow staff to grit the path when necessary. Special consideration to be taken for Volunteers Coffee Mornings and educational visits.	Cathedral staff using the CC to apply salt on the ramp when icy conditions are forecast.	Cathedral staff using the CC	ongoing	
Kitchen equipment hazards	Everyone/ kitchen users- risk of kettle for scalds, microwave and hot plates for burns, electrocution from appliances, etc.	Kitchen to be out of bounds for children and visitors. Kitchen to be run by staff and volunteers, who will be made aware of the risks. First Aid kit and accident book to be kept by kitchen for ease of access. Ensure all appliances are PAT tested	PAT testing to be completed in cycle with the rest of Cathedral property.		ongoing	
Use of large equipment falling- TV, screens etc	Everyone- risk of injury/ falling equipment (bruising, broken bones, head injury, crushing injury)	TV and other equipment set up in location which is marked as out of bounds for children and adults. Wires secured/ held down or placed in out of bounds areas.	None			

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		Housekeeping notices to inform adults of measures and precautions.				
Use of small equipment- cooking utensils, scissors etc	Everyone- risk of injuries (such as cuts, grazes etc)	Safe use of utensils and tools instructions to be given before equipment is handed out. Children to be supervised whilst using the equipment by an adult (Learning staff/ volunteers or their accompanying adults). Inspection of all equipment before it is handed to the children.	None			
Use of toys and play equipment	Children- risk of illness or injury from damaged/ dirty equipment	Toys to be regularly checked and breakages repaired or removed. Cleaning to happen on a half termly basis, and more when necessary. Only toys suitable to age group to be provided. Cathedral staff or volunteer to supervise safe use of toys.	None			

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Food and Hot Drinks	Everyone- risk of burns, scalds and choking	Hot liquid to be contained within flasks. All hot drinks to have cups with lids. Snacks to be prepacked or clearly marked with ingredients. All food and drink available to be placed on table out of reach of very young children. Young children to be supervised by their accompanying adults when eating. All serving equipment cleaned after each use. Children not to access the Ovin Room when the volunteer's coffee morning is held as hot drinks are served in cups without lids.	None			
Food allergies	Everyone- risk of allergic reaction/contamination	Staff serving food to have completed Food Safety course. Correct chopping boards to be used to prevent cross contamination. Accompanying adults to provide information of allergies/	None			PS EFAW training completed 6/3/23 HY Paediatric FA

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		intolerances. Appropriate “free from” condiments/ spreads/ preserves to be labelled as such. Accompanying adults to have responsibility for any allergy medication, epi pens etc. Ensure trained First Aider is on site (PS, HY, MB)				completed 24/1/25 MB EFAW 12/9/24
Children exiting the building	Children- risk of losing a child, Safeguarding issue	Once all participants have arrived, locked front doors to be shut. Keep unused doors shut. All adults to remain vigilant. On days when the Ovin Room is in use by community groups (bereavement/ volunteer coffee morning), ensure the doors to rooms used by Learning are closed.	Extra security doors to be installed at the base of the stairs. (long term plan).	PS	asap	
Crafting	Children– risk of swallowing, choking and cuts	All craft materials provided to be child safe. Scissors to be kept out of reach of young children unless under supervision.	None			

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Manual handling	Staff- risk of musculoskeletal injuries when moving resources and equipment between the CC and Cathedral	Staff to ensure due care is taken when moving equipment (bending their knees, not carrying too much etc). Manual Handling training received by staff. Staff to follow this guidance when lifting and moving equipment.	None			
Workstation hazards	Staff- risk of musculoskeletal injury due to poor posture and layout of desks	Staff have adjustable height office chairs, HY has vertical mouse to prevent RSI. DSE Assessment completed for workstations	None			
Chemicals/ cleaning products	Everyone- risk of chemical burns/ ingestion of chemicals	Cleaning products are locked away in the cleaning cupboard by the fire exit and entrance to the Peacock Room. Only staff and volunteers are permitted in the kitchen area.	None			
Medical emergency	Staff, volunteers, Visitors/Members of the public – all at risk of unexpected ill health, accidents	MB, PS & HY are all First Aid trained. Vergers all trained to FAW level First aid boxes and accident books are available on site.	A member of staff will call the emergency services if necessary	A member of staff	On the day if necessary	

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	leading to various injuries	There are 3 defibrillators located in the Canon's Vestry, Processional Way and Almonry. All have adult and paediatric pads.				

*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.