



ELY CATHEDRAL

RISK ASSESSMENT FORM

Location / Site Name and Address: Ely Cathedral, The College, Ely, CB7 4DL	Form Ref: RA LT3
Assessment Carried out by (Name): Hilary Young	Date & time of assessment: 19 05 2025 11.00am
Job title: Learning Officer	Review Date: 18 05 2026
Brief description of task, workplace & its specific location (if relevant, detail the weather conditions at the time of the assessment): Educational visits and community groups held in Cathedral (Little Gargoyles, Story and Song time, holiday activities etc.)	
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)
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 (including the Church of England).	Ongoing monitoring	All staff	ongoing	N/A

Safeguarding of children in public spaces- mixing of visitors and Learning Groups	Children	Educational visits- school staff and Learning staff to both be vigilant. Stay and Play sessions- Ensure parents know that children remain their responsibility in Housekeeping notes at the beginning of each session. Signage for members of the public to reduce access during Story and Song Time.	Ongoing vigilance	Learning Team staff	N/A	N/A
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. Metal Galilee gates to be locked open.	N/A	N/A	N/A	N/A
Fire – closed, heavy doors	Clergy, staff, volunteers, visitors, congregation – all are at risk of smoke inhalation, burns, serious injury, death	Emergency exits are opened at the beginning of the day. Due to the number of attendees, it is unlikely that the large doors at the West End and South Porch will need to be opened but if they do, then the Vergers are trained in doing this. The	N/A	N/A	N/A	N/A

		normal exits are open at all times in these locations.				
Fire - uncertainty as to the location of the emergency exits	Clergy, staff, volunteers, visitors, congregation – all are at risk of smoke inhalation, burns, serious injury, death	Fire exit signs are in place at each exit. Vergers and staff will guide visitors to the nearest exit. Emergency lighting. Fire Evacuation procedure in place. Schools' Booking Confirmation document includes Fire Evacuation Map (shown below). This is sent to schools prior to their visit to be included in their own RA documents.	N/A	N/A	N/A	N/A
Panic/confusion in the event of an evacuation/fire alarm sounding	Clergy, staff, volunteers, visitors, congregation – all are at risk of slips, trips, falls, cuts, bruises, broken limbs etc	Fire evacuation procedures will be followed with stewards/ guides directing others. 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. Vergers (or Stewards where present) will guide visitors to the nearest emergency exit. Fire Evacuation procedure in place which includes the Vergers making an	N/A	N/A	N/A	N/A

		announcement in the event of a fire alarm being activated that the building is to be evacuated.				
Fire – Smoking/Vaping by accompanying adults	Everyone – all are at risk of smoke inhalation, burns, serious injury & death	Smoking and vaping are prohibited. Vergers will ask anyone found smoking/ vaping inside the Cathedral to leave.	N/A	N/A	N/A	N/A
Fire – use of candles (there are candles lit for religious reasons at various locations around the Cathedral)	Everyone – all are at risk of smoke inhalation, burns, serious injury & death	Altar candles are lit during services. Generally, these services are not attended by children under the supervision of the Learning Team. Where services are included in an educational visit, specific RAs for services will be adhered to. Candles are available for visitors at votive stands around the cathedral. Fire blankets are next to each stand. Pupils on educational visits are asked not to light candles during their H&S briefing at the start of their visit. Primary school aged children will be under the immediate supervision of school and Learning Team	Ongoing monitoring	School and Learning Team staff	ongoing	N/A

		<p>staff at all times. Fire Evacuation procedure in place.</p> <p>Fire extinguishers and/or blankets are available in the Cathedral.</p> <p>Children to be supervised at all times by school staff and not permitted near to any lit candles.</p>				
Slips, trips & falls caused by uneven floors and/or steps	Clergy, staff, volunteers, visitors, congregation – all are at risk of cuts, bruises, broken limbs etc	<p>Signs are displayed around the building.</p> <p>Hi viz tape used to highlight changes in height.</p> <p>Pre-school groups to have out-of-bounds-area information during the H&S briefing at the beginning of a session (Lady Chapel steps and beyond). Specific risks (steps and uneven floor) to be highlighted in H&S briefings.</p>	N/A	N/A	N/A	N/A
Slips, trips and falls-cables	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.	Yellow hazard sign/ cone to be used as and when wet spills occur.	Staff	As and when necessary	N/A

		Any trailing cables will be relocated or secured down with tape/covered with rubber matting.				
Trips caused by loose chairs or protruding furniture	Clergy, staff, volunteers, visitors, congregation – all are at risk of cuts, bruises, broken limbs etc	Chairs are linked. There are a small number of individual chairs which can't be linked but these will be located so as not to cause a trip hazard	N/A	N/A	N/A	N/A
Trips caused by poorly lit areas (particularly in the winter/later in the day)	Clergy, staff, volunteers, visitors, congregation – all are at risk of cuts, bruises, broken limbs etc	All children to be supervised at all times by school staff and helpers. Improved lighting throughout Cathedral. Signs are displayed around the building. Hi viz tape used to highlight changes in height.	N/A	N/A	N/A	N/A
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. Housekeeping notices to inform adults of measures and precautions.	N/A	N/A	N/A	N/A

Unaccompanied children	Clergy, staff, volunteers, visitors, congregation – all are at risk of safeguarding concerns	Cathedral has a safeguarding policy. All children to be supervised at all times by school staff and helpers. A member of the Learning Team will be available. Unused exits remain closed. VSA made aware of children being in the building from the diary.	Ensure parents know that children remain their responsibility and highlight potential exit points.	Learning Staff	N/A	N/A
Disruptive/aggressive behaviour	Clergy, staff, volunteers, visitors, congregation – all are at risk of feeling threatened, anxious and at risk, and potentially of being physically harmed	Vergers will attempt to calm the situation and if necessary, will call on RGP Security Services and/or the emergency services to assist	N/A	N/A	N/A	N/A
Electrical equipment	Clergy, staff, volunteers, visitors, congregation – all are at risk of electrical shock, tripping if poorly positioned and/or fire. This could result in shock, cuts, bruising,	Portable electrical equipment is regularly PAT tested (if not it must not be used). Equipment is located to mitigate trip hazards and cable mats/hazard tape are used where required.	N/A	N/A	N/A	N/A

	broken limbs, smoke inhalation and burns					
Use of toys and play equipment	Children	Toys to be regularly checked and breakages repaired or removed. Cleaning to happen on a half termly basis. Only toys suitable to age group to be provided. Cathedral staff or volunteer to supervise safe use of toys.	Ongoing maintenance	Learning Team staff	N/A	N/A
Food and Hot Drinks	Everyone	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. All serving equipment cleaned after each use.	Signage to warn of hot liquids and to ask adults to use lids on their drinks	Learning Team staff	N/A	N/A
Food allergies- refreshments	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	N/A	N/A	N/A	PS EFAW training completed 6/3/23

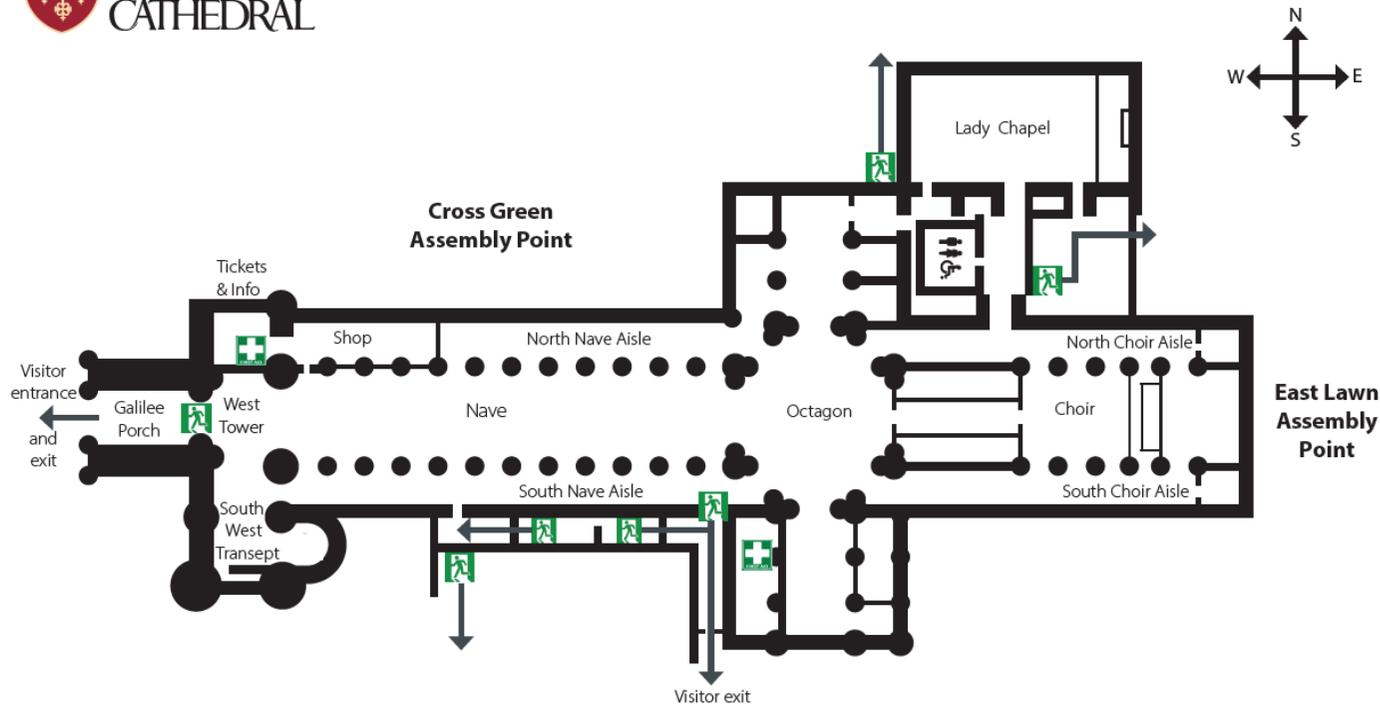
		provide information of allergies/ intolerances. Appropriate "free from" condiments/ spreads/ preserves to be labelled as such. Accompanying adults to have responsibility for any allergy medication, epi pens etc. Ensure trained First Aider is on site (PS, HY, MB)				HY Paediatric FA completed 24/1/25 MB EFAW 12/9/24
Medical emergency	Staff, volunteers, Visitors/Members of the public – all at risk of unexpected ill health, accidents leading to various injuries	MB, PS & HY are all First Aid trained. Vergers all trained to FAW level First aid boxes and accident books are available on site. There are 3 defibrillators located in the Canon's Vestry, Processional Way and Almonry. All have adult and paediatric pads.	A member of staff will call the emergency services if necessary	A member of staff	On the day if necessary	N/A
Extreme cold temperatures	Young babies and children, elderly grandparents	When Lady Chapel reaches incredibly cold temperatures (Below 5°C), alternative location will be sought in conversation with Director of Operations.	Provide blankets and warm drinks to ensure people can stay warm. Warn people ahead of arriving of severe cold temperatures.	Learning Staff	N/A	N/A
Crafting	Children– risk of swallowing, choking and cuts	All craft materials provided to be child safe. Scissors to be kept out of reach of	N/A	N/A	N/A	N/A

		young children unless under supervision.				
Manual handling	Staff- risk of musculoskeletal injuries when moving resources and equipment around the 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.	N/A	N/A	N/A	N/A
Chemicals/ cleaning products	Everyone- risk of chemical burns/ ingestion of chemicals	Cleaning products are locked away in the cleaning cupboard in the Lady Chapel kitchen. Only staff and volunteers are permitted in the kitchen area.	N/A	N/A	N/A	N/A

*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.

Fire Exit and First Aid Information



Positions marked are approximate only

→ Emergency exit route

 Fire exits

 First Aid