

# Salisbury Cathedral

## Risk Assessment

Reference:

Title	Salisbury Cathedral Leavers' Services	Date Of Assessment	Thu 12 Dec 2024
Site	Salisbury Cathedral	Location	Cathedral Floor, Cloisters and Grounds
Risk Assessor	Katherine Dolphin	Assisted By	Katy Voce
Non-Employees Involved	-	People At Risk	Children & Young Persons, Employees, Volunteers, Visitors
Task Description			
Review Date	Wed 20 May 2026	Reviewer	Katy Voce

### Hazards

Hazard	Uneven, Wet or Slippery Floors
Risk Of Harm	Muscular skeletal injuries from slips trips and falls.
Existing Control Measures	<ul style="list-style-type: none"> <li>- Cathedral staff to point out areas where extra care is required.</li> <li>- Children are encouraged to walk at all times (No running).</li> <li>- Trip hazards are clearly marked with white tape.</li> <li>- Quarterly slips and trips check undertaken by Cathedral staff.</li> <li>- Cathedral signage explains not to climb objects.</li> <li>- Spillages can be reported to Vestry / Caretakers to be cleaned up. Signage available.</li> </ul>

<b>Hazard</b>	Fire
<b>Risk Of Harm</b>	Fire / Burns / Smoke Inhalation. Burns from lit candles
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- Children are made aware of candles that are being used for the service.</li> <li>- Only supervised lighting of candles allowed.</li> <li>- Fire extinguishing equipment is available and orange buckets and wet cloth for extinguishing. Stewards must be acquainted with their location.</li> <li>- Clutter / sources of ignition should be removed or kept at a minimum e.g. paper or cardboard packaging.</li> <li>- The Cathedral has regularly maintained fire fighting equipment located throughout the building.</li> <li>- The Cathedral has regularly maintained fire detection system including; heat and smoke detection, VESDA systems and early warning temperature systems.</li> </ul>

<b>Hazard</b>	Evacuation
<b>Risk Of Harm</b>	Staff / Visitors not being aware of evacuation procedures may lead to injuries through smoke, fire, or crushing.
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- Fire Marshals are available in all Cathedral areas to facilitate evacuation.</li> <li>- Cathedral Guides, Stewards and Vergers receive a basic level of evacuation training on a bi-annual basis.</li> <li>- A fire risk assessment has been undertaken for the Cathedral.</li> <li>- Fire action notices are placed throughout the Cathedral.</li> <li>- There is a comprehensive automatic fire alarm system in the Cathedral.</li> <li>- Cathedral Stewards assist with Evacuation. The number of Stewards required should be highlighted in the planning stages of events.</li> <li>- Seating arrangements for all events and services are reviewed at the planning stage. Seating arrangements must allow for adequate evacuation space. The placement of visitors with mobility issues is to be considered at this stage.</li> <li>- All large scale events must have a clergy housekeeping introduction. The introduction should highlight the audience to follow Steward direction.</li> <li>- The Cathedral undertakes regular familiarisation sessions with the local fire brigade to assist their familiarity of the building.</li> </ul>

<b>Hazard</b>	Public or Visitor Access
<b>Risk Of Harm</b>	Injury from entering dangerous areas e.g. Plant Rooms, Works Yard, Areas at height.
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- All Plant rooms within the Cathedral remain locked at all times.</li> <li>- The works yard is clearly signed as no access to public. Any groups visiting the works yard will be accompanied by Cathedral Staff / Volunteer.</li> <li>- All upper areas of the Cathedral remain locked at all times. (Triforium, Roof Space, Tower)</li> </ul>

<b>Hazard</b>	Safeguarding
<b>Risk Of Harm</b>	Vulnerable persons may be at risk of abuse
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- The Cathedral has a Safeguarding policy in place.</li> <li>- All education staff and volunteers undertake Foundation and Basic Awareness Safeguarding training.</li> <li>- There is clear Safeguarding flow chart signage located throughout the Cathedral.</li> <li>- Portable toilets are provided for school use only.</li> <li>- School staff are responsible for pupils accessing public toilets within the Cathedral Cloisters and additional portable toilets.</li> </ul>

<b>Hazard</b>	Infection
<b>Risk Of Harm</b>	Spread of infectious diseases e.g. COVID
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- Hand sanitiser is available before / after the tour.</li> <li>- Cathedral wide hygiene measures are under regular review.</li> <li>- Additional measures are implemented as required.</li> </ul>

<b>Hazard</b>	Trip Hazards
<b>Risk Of Harm</b>	Loose items may cause trip hazards.
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- Schools to store loose belongings in the Cloisters in their labeled area.</li> <li>- Visiting schools are advised to be aware of personal belongings.</li> <li>- School staff to supervise children and advise no running or climbing on stonework.</li> </ul>

<b>Hazard</b>	Lost Persons
<b>Risk Of Harm</b>	Children may become separated from the group and become at risk.
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- There is an Education lost persons document which is issued to visiting groups / schools.</li> <li>- The Cathedral has a comprehensive radio system which can be used for communication.</li> <li>- The main Cathedral site has a CCTV system which can be used to locate lost persons.</li> </ul>

<b>Hazard</b>	First Aid / Illness and Accidents
<b>Risk Of Harm</b>	Illness / Injury
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- It is the school's responsibility to supply their own first aid and medical provisions as per their own school's first aid policy and procedures.</li> <li>- First aid and bio hazard kits are readily available in the Vestry.</li> <li>- The Cathedral has defibrillators available across the site.</li> <li>- There is signage throughout the Cathedral showing the locations of first aid kits and first aiders.</li> <li>- Vestry cathedral staff are first aid trained.</li> <li>- There are wheelchairs available to be utilised for any first aid scenario.</li> <li>- All accidents / incidents must be reported to the vestry team.</li> </ul>

<b>Hazard</b>	Security & Counter Terror
<b>Risk Of Harm</b>	Harm from violence or terror attack
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- The Cathedral has security on site. (7 days a week in Summer, Weekends in winter).</li> <li>- All customer facing Cathedral staff undertake ACT E-Learning.</li> <li>- All volunteers receive basic Counter Terror awareness training on a bi-annual basis.</li> <li>- Cathedral front of house staff have radios for communication.</li> <li>- Panic alarms situated at Front Desk, Vestry and in the Chapter House.</li> <li>- CCTV systems are in place to act as a deterrent.</li> </ul>

<b>Hazard</b>	Manual handling
<b>Risk Of Harm</b>	Muscular Skeletal Injuries
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- All persons involved in manual handling must receive manual handling training.</li> <li>- Heavy items requiring moving should be transported using the suitable equipment i.e. trolleys, forklift, vehicles to the nearest point to their intended location.</li> <li>- All staff undertaking manual handling should be provided with suitable PPE. PPE should be accounted and signed for.</li> <li>- An adequate number of staff should be provided to allow for safe operation and manual handling. If there is not enough staff to safely undertake a procedure it should be postponed / abandoned.</li> </ul>

<b>Hazard</b>	Electrical
<b>Risk Of Harm</b>	Electrocution / Fire
<b>Existing Control Measures</b>	<ul style="list-style-type: none"> <li>- Electrical supplies provided by the Cathedral to be commensurate with the required demand. Contractors and / or hirers requiring external power to give adequate forward notice of their requirement.</li> <li>- Only electrical supplies and connections that are suitable for external applications to be used. Contractors and / or hirers supplying their own electrical equipment to provide their own risk assessments.</li> <li>- The Cathedral can only supply single-phase electrical supplies outside. Contractors and or hirers requiring three-phase supplies will need to source suitable portable generator and to provide their own risk assessments for such equipment.</li> <li>- Wherever possible cables should not be laid across public walkways. Where cables have to be laid at ground level, they should be secured preferably with purpose built cable covers. Signage should also be considered.</li> <li>- Any electrical equipment should have a valid PAT certificate and should be visually inspected for signs of wear before use.</li> <li>- Any electrical equipment being used should either be sufficiently protected / covered or have a suitable IP rating for its environment.</li> </ul>

#### **Past Reviews**

<b>Review Date</b>	<b>Reviewer</b>	<b>Comments</b>
Tue 02 Dec 2025	Katherine Dolphin	Updated First Aid Section on
Mon 01 Dec 2025	Katherine Dolphin	Reviewed for Leavers' 2025 – added portaloos to Safeguarding
Thu 12 Dec 2024	Katherine Dolphin	Reviewed for Leavers' 2025 – added portaloos within Safeguarding