

Company Name: WCTA Ltd

Risk Assessment for: School Visits

Date of assessment: August 2022

Date of Review: Due August 23

Pre-visit Risk Assessment (planning visits for teachers & leaders).

The Director of Education advises teachers & leaders to visit the site prior to school visits, if this is possible, to carry out a risk assessment and view all places where the children will be working during their visit. Alternatively teachers are welcome to discuss all issues fully over the telephone.

During the course of a visit, children may be visiting other sites in the village which are not owned by the Shrine (e.g. The Abbey Grounds, Methodist Church, Orthodox Church). We strongly recommend therefore that teachers and leaders visit these sites and/or make relevant enquiries about risk assessments to the agency concerned, prior to the visit. Ask us for more information if required.

At present the **Schools Department's Safeguarding Policy** is compiled in accordance with the recommendations of the Diocese of Norwich Board of Education. It is displayed in the Shrine **and the Safeguarding Officer (Venetia Davies) is the named person for safeguarding/disclosure.** Please ask for a copy if you would like one.

The Director of Education, The Schools and Young Pilgrims Officer and teachers in the department will organise and lead all activities during day or residential visits but overall discipline remains the responsibility of the class teacher/group organiser. **Our staff should always have at least one of your staff/helpers with them.**

Risk assessments are regularly carried out at the Shrine. The Schools Department liaises with our Health and Safety Officer, in accordance with The Health and Safety at work etc. Act 1974 and The Regulatory Reform (Fire Safety) Order 2005. Please ask if you need extra information.

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
				Before controls	After controls
Risk of injury	All visitors <ul style="list-style-type: none"> • Slips, trips and falls • Traffic accidents • Risk of burns (candles) 	<ul style="list-style-type: none"> • Children and adults to be briefed on walking routes, including road safety (see separate section). • Children and adults to be briefed on safe lighting of candles. • Children and young people to be supervised by visiting staff and their volunteers. • All teachers and leaders should have first aid kits with them (although these are also available in the Education Department and classrooms). • Shrine staff, trained in first aid, will co-ordinate emergency procedures should these be required. • Mobile phones to be carried by Education Department staff and teachers. Numbers for these should be shared on the booking form and in subsequent communications. NB Only Vodafone and EE have reliable coverage in this area. • Both members of the Education Team have been trained in First Aid at Work (3 days) • All accidents to be reported and logged at all events. 	We strongly advise that there is a teacher & helper trained in first aid in attendance on school visits in case an incident should occur.	Medium	Low
Fire	All visitors <ul style="list-style-type: none"> • General fire • Fire caused during candle lighting • Fire caused during candlelit processions • Fire in the buildings 	<ul style="list-style-type: none"> • Fire extinguishers, firefighting equipment and instructions on evacuation procedures in all Shrine buildings, including the Shrine itself. • Children and adults are briefed on fire safety on arriving. • All adult helpers to have a list of names of those in their care so a roll call can be taken if evacuation in case of fire, or suspicion of fire is necessary. • <i>Hospitality holds bed lists of who is allocated to each room for residential stays.</i> 		Medium	Low

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
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Fire – Candle lighting and candlelit processions	All visitors <ul style="list-style-type: none"> General fire Fire caused during candle lighting Fire caused during candlelit processions Fire in the buildings 	<ul style="list-style-type: none"> See main candlelit procession risk assessment. All children and young people to be supervised. Candle shades to be used to minimise risk of setting hair alight in processions. The Education Department will give instruction on the safe lighting of candles. Ultimately it is the responsibility of the teachers and leaders to ensure that children behave sensibly and are supervised closely when lighting candles. 		High	Medium
Food – Allergies (if eating in the Refectory)	Visitors with allergies <ul style="list-style-type: none"> Risk of reaction Risk of anaphylaxis (in severe cases) 	<ul style="list-style-type: none"> Refectory to be made aware of allergies and to provide suitable food. There can never be a complete guarantee that food is entirely free from contact with certain ingredients such as nuts or gluten. If allergies are extremely severe, it may be best not to eat from the Refectory menu. Please ensure that relevant medication is carried at all times for those who suffer from nut allergies, coeliac disease etc. 		Medium	Low
Medication storage	All visitors <ul style="list-style-type: none"> Medication not held securely 	<ul style="list-style-type: none"> Teachers and leaders must be aware of any child receiving medication and liaise with the Shrine if storage facilities are required for medicines. 		Medium	Low

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
				Before controls	After controls
Roads and walking through the village	All visitors <ul style="list-style-type: none"> Traffic accidents Slips, trips, falls 	<ul style="list-style-type: none"> Brief children and adults on arrival about walking through the village. Advice given at the planning stage for safe coach drop-off and pick-up. Children to walk in single file on very narrow sections of road (particularly between the RC Church and Methodist Church) Fluorescent yellow waistcoats are available for teachers and helpers from the Schools' Department if required. 	However, it is ultimately the responsibility of teachers and leaders to ensure that children conduct themselves sensibly and to ensure that they have instructed children prior to the visit on how to walk in an orderly line when out and about.	High	Medium
Toilets	All young people and children <ul style="list-style-type: none"> "Stranger danger" Using shared facilities with non-DBS checked members of the public 	<ul style="list-style-type: none"> Toilets are used by the public as well as the Children. School staff to supervise children when using toilets Children should not be allowed to go off on their own to toilets on site. School staff are responsible for supervising children and young people should the need to use the public toilets in the High Street be required. 	We advise a male and female member of staff is present for this purpose.	Medium	Low

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
				Before controls	After controls
Shrine Grounds	All visitors <ul style="list-style-type: none"> • Movement of quad bike /scooters • Trip hazards • Risk from illicit climbing on structures 	<ul style="list-style-type: none"> • Children briefed to be aware of the use of a quad bike and trailer in the grounds, plus mobility scooters. Other vehicles are prohibited. • Children warned not to pick and eat berries – some are very poisonous. • Trip hazards – children and staff briefed on the route to be taken. • School staff to supervise children in the grounds – no climbing on structures. • As part of the Stations of the Cross, there is a small model tomb. This is made of concrete and brick. This is a place of prayer to remind pilgrims of the burial and resurrection of Jesus. • Children are welcome to crawl inside the tomb. It is safe to do so. We do advise however that this is done at your own risk, and we also advise teachers to supervise this closely – 3 to 4 children at a time. • No dogs are permitted in the grounds with the exception of assistance dogs. 		Medium	Low
Lost children	Young people and children <ul style="list-style-type: none"> • May get lost or separated from group. 	During missing persons/emergencies – always report missing persons and any emergency situations that may occur to the Education Department in the first instance tel: 01328 824205 and to the Hospitality Reception in the Shrine grounds– tel: 01328 820239.		Medium	Low

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
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Supervision	All children and young people <ul style="list-style-type: none"> Accidental injury Damage to Shrine property 	Children/young people to be supervised closely by the visiting school staff and volunteers.	We advise teachers and leaders to brief children carefully about walking and <u>not</u> running, and behaving sensibly, <i>quietly and respectfully</i> . Teachers, leaders and helpers are asked to supervise their group closely. ULTIMATELY SCHOOL STAFF AND HELPTERS ARE RESPONSIBLE FOR DISCIPLINE AT ALL TIMES.	Medium	Low
Sprinkling	All visitors: <ul style="list-style-type: none"> Slips on wet surfaces Water quality Falling down steps 	<ul style="list-style-type: none"> Children to be closely supervised by school staff: Slippery steps – use of the handrail going down and up. Sprinkling can be received in the Shrine grounds if the stairs are unsuitable. Water quality – this is checked regularly and is safe to drink. Additional measures may be in place due to COVID (e.g. not sharing the silver ladle). Well area is behind locked gates for safety. Children not to climb on the railings. 		Medium	Low

Other Locations visited (NOT owned or managed by WCTA):

Specific guidance per location, NOT included in risk assessment above (e.g. candle lighting risk assessment remains the same regardless of location).

St Seraphim's Orthodox Church:

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
				Before controls	After controls
Small space	<ul style="list-style-type: none"> Risk of transmission of covid; risk of knocking candles or ornaments 	<ul style="list-style-type: none"> Children asked to sit on the floor or on seats. Masks advised if wanted. Minimal moving around in the space 		Low	Low
Walking to the site	<ul style="list-style-type: none"> Narrow road, which is quiet most of the time, but vehicles do use it, sometimes unexpectedly. No pavements available. 	<ul style="list-style-type: none"> Children asked to walk to the left or right side of the road in pairs or single file. Teachers and accompanying adults asked to monitor and police walking. Particular care required when negotiating the blind bend near the Friday Market 	<i>See section on walking round the village in main risk assessment.</i>	Medium	Low

The RC Church of the Annunciation:

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
				Before controls	After controls
		No additional risks identified			

Walsingham Methodist Church:

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
				Before controls	After controls
Walking to the site	<ul style="list-style-type: none"> From the Friday Market there is a blind bend with limited pavement. Vehicles can come round the bend at speed. 	<ul style="list-style-type: none"> Children asked to walk in single file. Adults asked to police walking and to keep children to the side. 	<i>See section on walking round the village in main risk assessment.</i>	Medium	Low
Low barrier on balcony	<ul style="list-style-type: none"> Falling from balcony 	<ul style="list-style-type: none"> School staff and helpers required to supervise children closely when on the balcony. Children warned of danger and asked to keep back from the edge. 	<i>School staff have final say over whether they are happy for children to access the balcony or not.</i>	Medium	Low

Abbey Grounds:

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
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Water (River Wensum and wells)	<ul style="list-style-type: none"> Risk of falling in 	<ul style="list-style-type: none"> Children are told NOT to step on anything metal in the well garden (i.e. the grates covering the wells and bath) Children remain on paths near river Children not allowed to roam freely near the river Children and adults not allowed on old pack horse bridge 		Medium	Low
Risk of masonry falling from ruins	<ul style="list-style-type: none"> Risk of being hit by falling stones 	<ul style="list-style-type: none"> Area beneath the arch is fenced off. Children and adults instructed not to breach the barrier and go in there. Children instructed not to climb on ruins (especially in the old refectory where there are steps) and to keep away from the walls. 		Low	Low

The Roman Catholic Shrine of Our Lady of Walsingham:

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures	Risk rating	
				Before controls	After controls
Slipper chapel – small space	<ul style="list-style-type: none"> Risk of transmission of covid; risk of knocking candles or ornaments 	<ul style="list-style-type: none"> Split group into smaller groups with an adult. Minimise movement within the chapel Masks can be used if required. 		Low	Low
Holy Mile Walk	<i>See separate risk assessment</i> MUST use Pilgrim Way, NOT road				