Company Name: WCTA Ltd **Risk Assessment for**: School Visits **Date of assessment**: November 2026 **Date of Review**: Due November 2027

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, Roman Catholic Church or Roman Catholic Shrine). 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 (Caroline Ward – c.ward@olw-shrine.org.uk) is the named person for safeguarding/disclosure.*** Please ask for a copy if you would like one.

The Director of Education, The Education 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.

The Shrine holds a Learning Outside the Classroom (LOtC) quality mark and this is assessed biannually to ensure compliance.

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What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Risk of injury	All visitors • Slips, trips and falls • Traffic accidents • Risk of burns (candles)	• 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 school teachers and school 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 permanent members of the Education Team have been trained in First Aid at Work (3 days). Additional members of the teaching team may not have this qualification. • All accidents to be reported and logged at all events. • School staff maintain pupil registers, headcounts and supervision ratios appropriate to age and individual needs. • Walking routes, weather, accessibility and ground conditions are assessed before activities. • Accidents and near misses are reported to Shrine staff and recorded. Serious injuries are escalated to emergency services. • School staff retain pupil medical information and first-aid equipment	We strongly advise that there is a teacher & helper trained in first aid in attendance on school visits in case an incident should occur.

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What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Fire	All visitors • General fire • Fire caused during candle lighting • Fire caused during candlelit processions • Fire in the buildings	• 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. • Fire Wardens on duty 24/7. • Fire alarms located within all buildings with the exception of the Shrine Church. • *Hospitality holds bed lists of who is allocated to each room for residential stays.* • Fire evacuation procedures and trained fire wardens are in place. • School groups are directed by Shrine staff to a safe exit and designated assembly location. • The school lead undertakes a roll call and reports missing pupils.	Alternative assembly arrangements are provided for circumstances in which the normal assembly area, including the outside altar, is unsafe, in accordance with the Major Incident Plan.

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Fire – Candle lighting and candlelit processions	All visitors • General fire • Fire caused during candle lighting • Fire caused during candlelit processions • Fire in the buildings	• 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. • Candle lighting and processions are subject to the separate risk assessment. • Children are supervised by school staff. • Candle shades and adult oversight of lighting and extinguishing reduce the likelihood of burns or ignition. • Candles are not issued where an individual pupil's needs or prevailing conditions prevent safe use. Electric tealights may be available as a substitute.	
Food – Allergies (if eating in the Refectory)	Visitors with allergies • Risk of reaction • Risk of anaphylaxis (in severe cases) • Children with food allergies:	• Refectory to be made aware of allergies and to provide suitable food. • Refectory staff have completed food allergen awareness training • Signs asking pilgrims/visitors to make their needs known to a member of staff. • **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**	Benedict's Law refers to the statutory allergy safety requirements for schools in England introduced under the Children's Wellbeing and Schools Act 2026 and the Department for Education's Allergy Safety in Schools guidance. **These duties sit**

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
	cross-contact, accidental exposure by sharing food / packed lunches	**who suffer from nut allergies, coeliac disease etc.** The **Catering Manager** is responsible for confirming allergen information, suitable meal provision, ingredient changes and controls against cross-contact during preparation, storage and service. Catering staff are trained in Level 2 food hygiene and allergen awareness. • The **school** supplies written information on pupils' food allergies, dietary requirements and individual healthcare plans before arrival. • Applicable food labelling and information requirements, including Natasha's Law for prepacked for direct sale food, are followed. The school identifies the pupil receiving each special meal and retains responsibility for prescribed emergency medication. • Suspected anaphylaxis is treated as a medical emergency with immediate 999 escalation.	**with the visiting school, not the Shrine.** Visiting schools must follow the applicable guidance, their own allergy safety policy and individual healthcare plans. They must provide the Shrine with accurate, up-to-date information about any pupil's allergies or dietary needs **in advance** and agree arrangements for meals and emergencies. **The visiting school** identifies pupils with food allergies and controls food brought onto site, including packed lunches, snacks and food sharing. Pupils are supervised at mealtimes and food swapping is prevented.
Medication storage	All visitors • Medication not held securely	• School Teachers and school leaders must be aware of any child receiving medication and liaise with the Shrine if storage facilities are required for medicines.	

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What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Accessibility / additional needs	Pupils, staff or visitors: difficulty evacuating	• Pupil-specific mobility, sensory, learning and medical requirements are identified before the visit. Reasonable adjustments, accessible routes, communication methods and individual emergency evacuation assistance are agreed between the school and Shrine staff.	
Severe weather / trees	All visitors: falling branches, exposure	• Weather conditions are monitored and affected outdoor activities are restricted or cancelled where wind, falling debris, unstable structures or surface conditions create unacceptable risk. • All trees are inspected and audited annually. • Shrine Gardener and Director of Operations regularly inspect trees for broken or rotten branches.	
Roads and walking through the village	All visitors • Traffic accidents • Slips, trips, falls	• 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. • Adults supervise the front and rear of groups, with additional supervision at road crossings and narrow sections.	However, it is ultimately the responsibility of school teachers and school 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.

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Toilets	All young people and children • "Stranger danger" • Using shared facilities with non-DBS checked members of the public	• 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.
Shrine Grounds	All visitors • Movement of quad bike /scooters • Trip hazards • Risk from illicit climbing on structures	• 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.**	

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Lost children	Young people and children • 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.	
Supervision	All children and young people • 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, *quietly and respectfully)*. Teachers, leaders and helpers are asked to supervise their group closely. ULTIMATELY SCHOOL STAFF AND HELPERS ARE RESPONSIBLE FOR DISCIPLINE AT ALL TIMES.
Sprinkling	All visitors: • Slips on wet surfaces • Water quality • Falling down steps	• 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, but not advised for children younger than 4 because of the nitrate levels. • Well area is behind locked gates for safety. Children not to climb on the railings.	
Emergency Situations – Fire, First Aid,	All pilgrims are at risk from emergency situations	• Panic buttons located in the Shrine Church, Norton's, Shop and Reception that dial straight to the Police. • Terrorism & Protective Security Policy in place with the following	The Shrine maintains documented fire, major incident, lockdown, terrorism and LPG emergency arrangements, including Run,

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Terrorism, LPG Explosion		information given to staff: o 'See It, Say It, Sorted' guidance and procedures o Characteristics of a Suspicious Package guidance and procedures o 'Run, Hide, Tell' guidance and procedures o Safe Room Locations o Bomb Threat Procedure o Bomb Threat question & answer form o Terrorism Incident Log o HOT Protocol's o Major Incident Plan o Shrine Grounds Lockdown Plan o LPG Emergency Procedure o Emergency Situations Risk Assessment • Fire Wardens and First Aiders on duty 24/7. • Director of Operations on call in the event of an emergency **In the event of an incident while a school is on the Shrine site, teachers should keep pupils calm and follow the instructions of Shrine staff.**	Hide, Tell guidance. Fire wardens and first aiders are available 24 hours a day and the Director of Operations is on call. School leaders receive relevant emergency information and maintain pupil registers. The Shrine incident lead directs evacuation, invacuation or lockdown as appropriate to the threat; school staff maintain pupil supervision and account for all children.

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
Small space	• Risk of knocking candles or ornaments	• Children asked to sit on the floor or on seats. • Minimal moving around in the space	
Walking to the site	• Narrow road, which is quiet most of the time, but vehicles do use it, sometimes unexpectedly. No pavements available.	• 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	*See section on walking round the village in main risk assessment.*

The RC Church of the Annunciation:

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

Walsingham Methodist Church:

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Walking to the site	• From the Friday Market there is a blind bend with limited pavement. Vehicles can come round the bend at speed.	• Children asked to walk in single file. • Adults asked to police walking and to keep children to the side.	*See section on walking round the village in main risk assessment.*
Low barrier on balcony	• Falling from balcony	• 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.	*School staff have final say over whether they are happy for children to access the balcony or not.*

Abbey Grounds:

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Water (River Stiffkey; bath and wells)	• Risk of falling in	• Children are told NOT to step on anything metal in the well garden (i.e. the grates covering the wells) • Children to be kept back from the now uncovered bath and warnings given before entering the Well Garden. • 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	

What are the Hazards	Who might be at risk and how	Current Control Measures	Additional control measures
Risk of masonry falling from ruins	• Risk of being hit by falling stones	• 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. • Structures, fencing and barriers are inspected by estate staff daily and following inclement weather / high winds and inspections are recorded. • Ruins are inspected regularly by a conservation architect.	
Slips / Trips / Falls: Bridges and paths	• Risk of slipping / tripping / falling	• Footpaths and bridges are regularly patrolled by Walsingham Estate staff. • Daily inspections are recorded by Walsingham Estate staff. • Reported issues are assessed and action taken if required by Walsingham Estate staff. • Visitors advised to wear appropriate footwear.	
Trees: Falling debris	• Risk of being hit by falling branches	• All trees inspected at frequency dependant on species / age / location / health. • High winds policy is to close the grounds when gusts are 40mph or greater. • Walsingham Estate employ qualified and competent arboriculturists each January.	
Emergency such as terrorist threat while in the Abbey grounds	• All visitors	• Run, Hide, Tell. • Staff and pupils may be instructed to run and hide in the event of an emergency. • Currently, no secure place of refuge available due to restoration works.	

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	• Risk of transmission of covid; risk of knocking candles or ornaments	• Split group into smaller groups with an adult. • Minimise movement within the chapel • Masks can be used if required.		Low	Low
Holy Mile Walk	***See separate risk assessment*** **MUST use Pilgrim Way, NOT road**				

APPENDICES TO THIS RISK ASSESSMENT

Appendix A – Emergency, evacuation, invacuation and lockdown arrangements; Appendix B – Martyn's Law and statutory references; Appendix C – Food allergens, Natasha's Law and Benedict's Law principles; Appendix D – Safeguarding and operational handover.

Appendix A – Emergency, evacuation, invacuation and lockdown arrangements

Documented existing arrangements

The risk assessment expressly lists the Shrine Grounds Lockdown Plan, Major Incident Plan, Terrorism & Protective Security Policy, Run Hide Tell guidance, safe-room locations, bomb threat procedure, LPG emergency procedure and 24/7 fire wardens/first aiders.

Fire evacuation

Follow fire alarm or staff instruction; leave by the nearest safe exit; proceed to the assembly area identified by Shrine staff. The school lead conducts a roll call and reports missing persons. If the normal outside altar/assembly location is unsafe, the incident controller selects a safe alternative under the Major Incident Plan. Never re-enter until authorised.

Threat outside / invacuation

If an external hazard makes outdoor movement unsafe, follow Shrine instructions to move pupils indoors or to a safer internal area; keep pupils together and away from windows or exposed entrances as appropriate.

Lockdown / violent threat

Follow the Shrine Grounds Lockdown Plan and instructions from police/Shrine incident lead. Restrict movement and access where safe. Run, Hide, Tell applies to an attack where escape may be safer than remaining in place; the response depends on the location and nature of the threat.

Medical emergency / anaphylaxis

Call 999 for suspected anaphylaxis, severe breathing difficulty, unconsciousness or other life-threatening emergency. School staff follow the pupil's healthcare plan and use prescribed adrenaline auto-injectors promptly as directed; request Shrine first aiders and ensure ambulance access. Record the incident and inform parents through school procedures.

Missing child / reunification

Notify school lead and Shrine staff immediately; retain supervision of remaining pupils; activate missing-person procedure and police escalation as needed. Reunification and parent communication are coordinated by the school and incident lead, avoiding release of pupils to unauthorised persons.

Communication and responsibilities

The school supplies a register, named lead, emergency contacts and pupil-specific requirements. Shrine incident lead directs site response; school staff remain responsible for pupil accounting, safeguarding and individual medical needs.

Appendix B – Martyn's Law (Terrorism (Protection of Premises) Act 2025)

Martyn's Law is the Terrorism (Protection of Premises) Act 2025. As at 9 November 2026, the Home Office statutory guidance states that substantive duties await commencement.

Scope must be assessed separately for relevant Shrine premises and qualifying events, taking account of principal use, expected simultaneous occupancy and legal responsibility. Standard tier generally starts at 200 persons; places of worship meeting the criteria are standard tier even if 800+ people may attend. A visiting school does not automatically make the Shrine an educational establishment.

Relevant public protection procedures: evacuation, invacuation, lockdown and communication. Existing Shrine plans provide a basis for preparedness; ensure staff know the procedures, school groups receive an appropriate briefing, arrangements are tested and reviewed, and the responsible person is identified.

Additional government guidance relevant to school visits and emergency planning:
Home Office statutory guidance: https://www.gov.uk/government/publications/the-terrorism-protection-of-premises-act-2025/terrorism-protection-of-premises-act-2025-statutory-guidance
Home Office Martyn's Law collection: https://www.gov.uk/government/collections/terrorism-protection-of-premises-act-2025
Legislation: 2025 Act: https://www.legislation.gov.uk/ukpga/2025/10/contents
ProtectUK – Run Hide Tell: https://www.protectuk.police.uk/advice-and-guidance/response/run-hide-tell
DfE – Emergency planning and response for education settings: https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings

Appendix C – Allergens and school responsibilities
The 14 regulated allergens are: celery; cereals containing gluten; crustaceans; eggs; fish; lupin; milk; molluscs; mustard; peanuts; sesame; soybeans; sulphur dioxide/sulphites above applicable thresholds; and tree nuts. Check the precise ingredients and allergen declarations for each food item.

School: Provide accurate written information about each pupil's allergies (via the form at https://www.walsinghamanglican.org.uk/dietary/ or the spreadsheet sent by the Accommodations team for residential visits or visits where meals are booked in the Refectory), individual healthcare plan, emergency medication, named responsible adult, packed-lunch controls and parent contacts.

Shrine Catering Manager: assess requests, verify ingredients and allergen information, control cross-contact, communicate clearly with school lead and ensure staff training and escalation. Shrine first aiders are available 24/7, but do not replace school responsibility for pupils' medication.

"Natasha's Law" is shorthand for the PPDS food labelling requirements. "Benedict's Law" is for stronger allergy protections in schools.

Food Standards Agency – Allergen guidance for food businesses: https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses
Food Standards Agency – Prepacked for direct sale allergen labelling: https://www.food.gov.uk/business-guidance/introduction-to-allergen-labelling-changes-ppds