

**St Augustine's Church and Pugin Centre  
Risk Assessment Guidance for Educational Visits**

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|--|------------------------------|
| <b>Event:</b>  | <b>Assessment Date:</b>      |
| <b>Location:</b> St Augustine's Church and Shrine, St Augustine's Road, Ramsgate, CT11 9PA | <b>Review Date:</b>          |
| <b>Visit Dates:</b>  | <b>Contact: 01843 606756</b> |

| <b>Identify the hazards</b>   | <b>Who might be harmed?</b>     | <b>What are you already doing?</b>   | <b>Risk Level</b> | <b>Is anything further needed?</b>   | <b>Action required</b>  | <b>Action &amp; Review Responsible person</b> | <b>Date completed</b> |
|---|---------------------------------|--|-------------------|--|---|---|-----------------------|
| Trips and falls <ul style="list-style-type: none"> <li>• Uneven floors</li> <li>• Wet floors</li> <li>• Steps</li> <li>• Polished surfaces</li> <li>• Dim lighting</li> </ul> | Pupils, staff and other adults. | Group supervised by school staff at all times.<br>Group leader to give clear instructions for moving around the church safely - steps, handrails etc.<br>Adequate space is given for activities. | Low/ Med          | Pupils are asked not to run and to walk sensibly during initial safety briefing. | Floors, steps etc are checked before a school visit.          | School staff<br>Church staff<br>Volunteers    |                       |
| Learning Activities <ul style="list-style-type: none"> <li>• Pens/quills/ink</li> <li>• Dress up</li> </ul>   | Pupils, staff and other adults. | Activities are tailored to primary age groups.<br>Child-friendly materials and equipment are used.<br><br>Activities are regulated and adapted to meet the needs of all participants.            | Low               | Verbal advice on sensible use of equipment given.                                | School staff to support and supervise pupils with activities. | School staff<br>Church staff<br>Volunteers    |                       |

| Identify the hazards  | Who might be harmed & how?      | What are you already doing?   | Risk Level | Is anything further needed?   | Action required  | Action & Review Responsible person         | Date completed |
|---|---------------------------------|---|------------|---|--|--|----------------|
| Public area <ul style="list-style-type: none"> <li>• Stranger danger</li> <li>• Unknown adults</li> <li>• Pupil lost or separated from the group</li> </ul>                                 | Pupils                          | Pupils are NEVER alone – always remaining part of a group and in the care of school and Church staff.<br><br>Pupils are asked to stay together in a group.<br><br>Pupils organised into smaller groups. | Low/ Med   | In case of incidents related to / involving members of the public Church staff will be contacted.<br><br>Pupils are advised on stranger danger. | Schools must comply with supervision ratio of pupils to school adults as per DFE guidelines. | School staff<br>Church staff<br>Volunteers |                |
| First Aid provision   | Pupils, staff and other adults. | First Aid trained staff present in Church and a First Aid box.  | Low        | Schools confirm First Aider will attend during booking process.   | Schools to bring their own first aid kit.  | Designated First Aiders                    |                |
| Bumps and trapped fingers <ul style="list-style-type: none"> <li>• doors/hinges</li> <li>• pillars</li> <li>• floor grates</li> <li>• coats and bags</li> <li>• pews/statues etc</li> </ul> | Pupils, staff and other adults. | Handrails used.<br><br>Pupils are asked not to run and to walk sensibly in initial safety briefing.<br><br>Coats and bags are stored.   | Low/ Med   | Verbal reminders on sensible movement around the site is given.   |  | School staff<br>Church staff<br>Volunteers |                |

| Identify the hazards                      | Who might be harmed & how?     | What are you already doing?   | Risk Level | Is anything further needed?   | Action required | Action & Review Responsible person         | Date completed |
|---|--------------------------------|---|------------|---|-----------------|--|----------------|
| Fire risk<br>• candles                    | Pupils, staff and other adults | Adults to light candles and to stand well back.<br><br>No loose clothing near candle stands.<br><br>Fire evacuation plan is tested and fire doors are not obstructed. | Low/ Med   | All groups should be made aware of the nearest fire exit & assembly point during safety briefing.       |                 | School staff<br>Church staff<br>Volunteers |                |
| Hot surfaces - radiators/pipes<br>• Burns | Pupils, staff and other adults | Radiators are generally located out of reach.   | Low/ Med   | When radiators on pupils are asked to avoid radiators and not to touch them during the safety briefing. |                 | School staff<br>Church staff<br>Volunteers |                |

|                          |                     |
|--------------------------|---------------------|
| <b>Assessor Name(s):</b> | <b>Job Title:</b>   |
| <b>Signature:</b>        | <b>Review Date:</b> |

## Appendix

| Step 1<br>What are the hazards?   | Step 2<br>Who might be harmed and how?  | Step 3<br>What are you already doing?   | Risk rating  | Step 4<br>Is anything further needed?  | Step 5<br>Action & Review   |
|---|---|---|--|--|---|
| Spot hazards by: <ul style="list-style-type: none"> <li>▪ walking around your workplace</li> <li>▪ asking those doing the task what they think</li> <li>▪ checking manufacturers' instructions</li> <li>▪ considering health hazards</li> </ul> | Identify groups of people, consider: <ul style="list-style-type: none"> <li>▪ employees</li> <li>▪ temporary / agency staff</li> <li>▪ contractors</li> <li>▪ volunteers</li> <li>▪ members of the public</li> <li>▪ children (including work experience)</li> <li>▪ lone workers</li> <li>▪ pupils</li> <li>▪ service users</li> </ul> | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> <li>▪ guarding</li> <li>▪ training</li> <li>▪ procedures, safe systems of work</li> <li>▪ personal protective equipment (PPE)</li> </ul> | Trivial, low, medium, high or stop (please see matrix below) | You need to make sure that you have reduced risks 'so far as is reasonably practicable'.<br><br>An easy way to do this is to compare what you are already doing with good practice. If there is a difference, make a list what needs to be done. | Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.<br>List: <ul style="list-style-type: none"> <li>▪ actions required</li> <li>▪ who needs to do them</li> <li>▪ by when</li> <li>▪ Check actions completed</li> </ul> |

| <u>Risk rating</u> | Slightly harmful   | Harmful     | Extremely harmful |
|--------------------|--|-------------|-------------------|
| Highly unlikely    | Trivial risk   | Low risk    | Medium risk       |
| Unlikely           | Low risk   | Medium risk | High risk         |
| Likely             | Medium risk  | High risk   | STOP              |
| Risk level         | Action and Timescale   |             |                   |
| Trivial            | No action required and no documentary record needs to be kept.   |             |                   |
| Low                | No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.  |             |                   |
| Medium             | Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures. |             |                   |
| High               | Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.  |             |                   |
| Stop               | Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.  |             |                   |