



BLACKBURN CATHEDRAL EDUCATION DEPARTMENT

SAFETY ADVICE AND CODE OF CONDUCT

GUIDANCE FOR SCHOOLS & COLLEGES

This guidance is to support schools and colleges that intend to bring groups of pupils / students to the Cathedral for planned educational visits, to participate in services or to attend events, exhibitions or lectures

- Blackburn Cathedral is a building constructed in the 19th and 20th centuries. It is always open to the general public.
- Health and Safety policies are in place and are regularly reviewed. A detailed Risk Assessment in respect of Educational Visits has been carried out which is also regularly reviewed, both in terms of Health and Safety and Child Protection.
- A copy of this Risk Assessment, plus a plan showing emergency evacuation procedures, exit points and assembly locations is available on request.
- Blackburn Cathedral Education Department has been awarded the Quality Badge for Learning Outside the Classroom by the Council for Learning Outside the Classroom, recognising it as a provider of quality, safely managed educational experiences for young people.
- It is considered that visiting Blackburn Cathedral is a very low-risk activity.
- If pre-planned maintenance work is being carried out inside the Cathedral all hazardous areas are isolated and warning signs displayed. Any cables in use will be securely covered with rubber strips or matting.
- Access steps to the Crypt are clearly marked and are all in sound condition. Please ensure that members of your group hold the handrails when descending / ascending the steps.
- There is no public access to restricted high-level areas of the building. School staff should ensure that pupils walk sensibly and do not run in order to prevent accidents.
- Access to the Cathedral is all on one level. School parties are asked to meet inside the west doors (Darwen Street).
- There is no wheelchair access to the Jesus Chapel or St Martin's Chapel at present. There are portable ramps available so please inform us if a member of your party has special access requirements.
- Pre-planned activities such as the lighting of candles are always fully supervised by Education staff. Tapers are used to assist children to light candles safely. Fire blankets are attached to all candle stands.
- Children should be encouraged by school staff to stand away from the candles (unless they are lighting one) and to secure loose clothing.
- A fire alarm test takes place weekly. Fire Exits are clearly signed and evacuation procedures are in place and are regularly practised.

- In the unlikely event of an emergency Cathedral Staff will supervise the evacuation of your group. Unless directed otherwise, the main assembly point is the grass area at the front of the building (Darwen Street) by the Pavilions.
- There are always designated qualified First-Aiders on site.
- ALL accidents must be reported and will be recorded in the Accident Book which is located in the Virgers' Office.
- Visiting schools are requested to bring their own First Aid box.
- CCTV is in operation in the Cathedral.
- Toilets are located in the Crypt. If a member of your group wishes to use the toilet facilities, please ensure that they are supervised at all times by a member of your staff.
- It is important that visiting schools have complied fully with their Local Authority arrangements for Health and Safety in respect of off-site educational visits prior to bringing their pupils to the Cathedral.
- Schools that visit the Cathedral must ensure that they have the statutory ratio of adults to children. Please do not include Cathedral Staff or Volunteers in your calculation.
- Children remain the responsibility of school staff throughout the duration of the visit and all accompanying adults must remain with their pupils at all times. Please bring an up to date register with pupil names. It is helpful if staff and pupils are easily identifiable to Cathedral staff.
- Personal items are left at your own risk. Groups are asked to keep their valuables with them at all times. Please switch off mobile phones (or put them on silent) whilst in the building.
- The Education Officer has enhanced CRB clearance. Education volunteers work too few hours to qualify for vetting and barring checks but most do have CRB clearance.
- Photographs of pupils are only taken with the permission of the school, following consultation with parents.
- If you see anything suspicious or dangerous, you must report it to a member of the Cathedral staff straightaway.
- We ask all visitors to respect this holy place and its other visitors by not shouting, running or making unnecessary noise. Please ask men and boys to remove their hats on entering the church.

Prepared by: Joanna Booth, Education Officer

Approved by: Ian Stockton, Canon Chancellor

Dated: 28th June 2016