

## Risk Management: Prepared for Visitors to St Patrick's Cathedral

<b>Name of Group/Individual:</b>	<b>Building used (please tick) :</b> Cathedral [ ] Chapel [ ] Hall [ ]
<b>Date and Time:</b>	<b>Expected Number of visitors:</b>
<b>St Patrick's Cathedral Contact :</b> 8839 8400, 8839 8411	<b>Group Contact:</b>

Task/ Issue/ Hazard	What could go wrong?	Person affected/ Location	Risk Rating (refer to risk-matrix)	Risk Control Measures	By who and When?	Notes
<b>Arrival:</b> If by school bus.	Accident to passengers and by standers.	Students and teachers.	1B	<ul style="list-style-type: none"> <li>Bus to drop off students on the Cathedral side of the Marist Place gate. There is an allocated bus zone nearest to this gate where students can be dropped off without crossing the road.</li> <li>Bus to drop off students on the Prince Alfred Park side of Marist Place. Students to cross the road at the traffic lights at the intersection of Marist place and Victoria Road.</li> </ul>		
Arrival by car:	Accidents			All cars to be parked in the main Cathedral carpark or in the overflow carpark. These carparks are accessible from Victoria Rd		
<b>Entering the Cathedral:</b>  Trips and Fall	Trips and Fall	Elderly and people with disability	1B	Use ramp for wheel chair and prams. Use railings when walking up steps	Group coordinator to advise visitors of where ramp is and emphasise use of railings	

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Trips and Fall	When entering and leaving pews	General public	1B	Stained nosing on steps and metal inlay to highlight steps edge Visitors to be advised to use pews as railings.		
Fall into Baptism Font	Fall, drowning,	Young children, elderly	1B	All young children must be supervised at all times by responsible adults.		
Disruption to church activity from non-church goers	Injury and harm to visitors	Visitors of all ages	1B	All visitors to be accompanied by a responsible person.  All emergency to be reported to the Cathedral staff contact allocated for your group visit.  Emergency calls to be made to police, fire, ambulance if the group coordinator judge it necessary.		
Disruption by visitors to prayer and Mass times.	Harm and injury to visitors	General visitors	1B	Signage. Refer to Mass and Prayer Schedule attached.		Schedule of Mass, Confession and other Prayers Times is attached.
<b>Issue:</b> Fire. Burning candles left unattended after mass result in damage to Church buildings.	<ul style="list-style-type: none"> <li>Parishioners advised informally to extinguish candles after mass.</li> </ul>		1B			

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<b>Using Cathedral Cloister</b>						
Altercation with General public	Injury to visitors	Visitors, parishioners, general public	1B	Students must be supervised at all times.	Contact Emergency numbers and Cathedral staff contact	

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People asking for food or money	Aggression and injury		2C	Students to be supervised all the time. Students and other groups members are not encouraged to give money or food to 'homeless' people that hangs around the Cathedral cloister from time to time.		Group coordinator or leaders to refer 'homeless people to the Cathedral Office where they will be assisted.
Using Cathedral toilet facilities	Safety of all visitors especially visiting young people		2C	Students must use the Cathedral toilet s with the company of a friend when in the Cathedral pre-cinct.		
Ball games in the Cloister	<ul style="list-style-type: none"> <li>Breakage to glass doors in the Cathedral, Hall and Murphy House</li> <li>Injury to general public</li> </ul>	General Public	1B	No running games or ball games such as soccer, rugby league, rugby, touch etc. to be played in the cloister		
<b>Use of Cathedra Hall</b>						
Hall Kitchen	Burn, and other injury to visitors		2C	The Cathedral Hall as a separate terms and condition for hirers. Students on school excursions are not permitted to use the kitchen to heat food etc. when on school excursion.		

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Fire	General public		5C	Group Coordinator to familiarise with evacuation plan. <ul style="list-style-type: none"> <li>• Notify 000</li> <li>• Notify Cathedral Office</li> </ul>		Emergency Evacuation map attached
Using Cathedral toilet facilities	Safety of all visitors especially visiting young people Injury/abuse		3C	Students must use the Cathedral toilet s with the company of a friend when in the Cathedral precinct.		

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## General Information

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### Emergency

- First Aid Kits are located in the Cathedral Sacristy and in the Cathedral Hall
- If Emergency '000' is contacted please advise emergency vehicles to enter the Cathedral precinct via the Marist Place gates.

### Fire : Evacuation procedure

Please refer to Evacuation map attached

### Precinct layout

Please refer to evacuation map and Cathedral layout map attached.

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**Table 3: RISK ASSESSMENT MATRIX**

**RISK RATING**

The risk matrix determines a 'risk rating', based on the likelihood and consequence of risk.

<b>Consequence</b>
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<b>Likelihood</b>		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
A Almost Certain	A Almost Certain	High	High	Extreme	Extreme	Extreme
B Likely	B Likely	Medium	High	High	Extreme	Extreme
C Possible	C Possible	Low	Medium	High	Extreme	Extreme
D Unlikely	D Unlikely	Low	Low	Medium	High	Extreme
E Rare	E Rare	Low	Low	Low	High	High

**RATINGS**

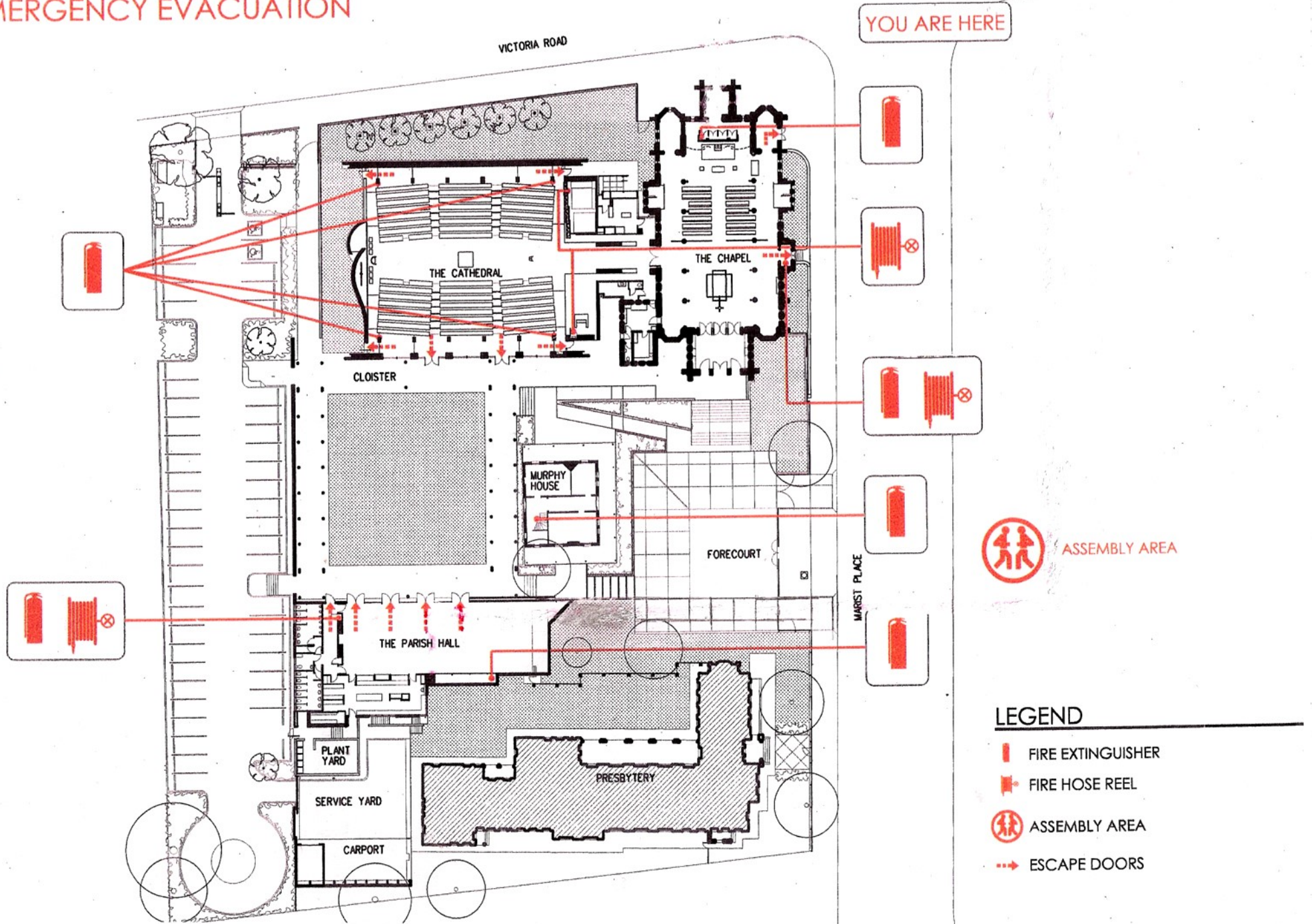
**Extreme risk:** immediate action required

**High risk:** senior management attention needed

**Moderate risk:** management responsibility must be specified





**Low risk:** manage by routine procedures

# EMERGENCY EVACUATION



 ASSEMBLY AREA

## LEGEND

-  FIRE EXTINGUISHER
-  FIRE HOSE REEL
-  ASSEMBLY AREA
-  ESCAPE DOORS