

RISK ASSESSMENT

CHURCH NAME:

Name of Assessor:

Date:

What are the hazards?	Who might be harmed and how?	What is already being done?	What further action is necessary?	Action by who?	Action by when?	Date complete
<u>Security of the tower</u>	Non ringers gaining access to the bells and ropes - major injuries from accidentally pulling ropes or moving bells whilst up	Outside tower door locked and keys held only by tower captain and wardens	Training to be given to wardens to ensure they understand the reasons why non ringers must not be allowed in the tower without prior agreement from the tower captain. Internal doors to ringing room, clock room and belfry to be locked and keys retained by tower captain and in ringing room	Tower captain Steeplekeeper		
<u>Access to tower</u> Condition and lighting of external path	Ringers and visitors accessing the tower - slips and trips especially after dark	Nothing	PCC to consider external lighting	PCC		
Condition and lighting of stairs	Ringers and visitors accessing the tower - slips and trips	Lights well maintained	Repairs to worn out treads on 1st 2 steps Installing new handrail/rope	PCC Steeplekeeper and ringers		

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<u>Ringling room</u> Getting caught up in moving ropes	Non ringers, visitors, trainees, ringers whilst not ringing, ringers - potentially serious injuries varying from rope burns to being hauled up in the tower resulting in broken bones etc.	Visitors and non ringers instructed not to touch ropes prior to entry. All persons not ringing instructed to keep feet firmly on the floor. Removal of loose clothing such as ties, scarves etc prior to ringing. Learners are closely supervised by competent instructor.				
Ropes breaking near the sally and flailing around	All personnel in the area could become snagged by the ropes and suffer injuries as above	Ropes are checked on a monthly basis as part of the regular tower maintenance. Mats installed to minimise wear on the tail ends.				
Stay breaking or similar mechanical failure	The ringer could be lifted off their feet as the bell 'goes over' and then dropped to the ground causing various injuries including major ones	Ringers to be properly trained to avoid 'over pulling'. Steeplekeeper ensures all equipment around the bells is checked as part of the tower maintenance.				
Power cuts whilst in the process of ringing	Loss of control of the ropes resulting in all personnel in the area at risk of becoming snagged by the ropes and suffer injuries as above	Automatic emergency lighting in place enabling the bells to be safely stood or lowered	Emergency lighting check to be added to monthly tower maintenance schedule	Steeplekeeper		
slips and trips on items on the floor	All personnel could be injured by tripping over items on the floor	General good housekeeping.				
Portable electrical equipment	All personnel could be injured by tripping over electrical leads or getting electric shocks	Trailing leads not left in walking areas but tucked neatly behind furniture etc. All equipment regularly PAT tested				
<u>Clock Room</u> Getting caught up in the ropes when the bells are ringing or when the bells are up and the ropes are disturbed	All personnel could become caught up in the ropes and suffer a variety of injuries including major ones	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				

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<u>Access to belfry</u> Falling from wooden steps	Steeple keeper and other maintenance personnel could fall and suffer serious injuries	Steps in good condition and suitable handrail provided. Condition checked as part of steeplekeeper's 6-monthly checklist.				
<u>Belfry</u> Getting caught up with moving bells, wheels etc	All personnel - could result in multiple injuries or even fatalities	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				
Accidentally dislodging bells whilst up	All personnel - could result in multiple injuries or even fatalities	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				
Falling from frame into pit whilst carrying out maintenance, muffling bells etc	Steeplekeeper and other ringers	Avoid accessing area via frame as far as practical.	Ensure steeple keeper is fit enough for task or obtain suitable assistance. Use additional 'crawling boards' where appropriate or for longer duration work.	Tower captain/ steeplekeeper		
Noise from ringing bells	Noise could cause permanent hearing damage	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				
	Noise could cause imbalance and subsequent falls into moving bells	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				
Poor lighting	Poor lighting could lead to all sorts of accidents		PCC to consider improving lighting levels generally. Additional lighting to be installed when carrying out maintenance - lead lights etc			

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<u>Lone working</u>	Any accident involving anyone working on their own could result in any injuries becoming significantly worse through lack of immediate attention	Lone working is not permitted under any circumstances, whether raising or lowering bells or for carrying out any form of maintenance.				
<u>Asbestos</u>	All personnel, but especially those involved in maintenance - breathing in of asbestos fibres could result in death	Copy of the church's latest asbestos survey obtained and checked. All asbestos in good condition	Asbestos to be marked so all are aware of its location. Those involved with any form of maintenance to be aware of asbestos locations.			
<u>Structural defects generally</u>	Structural defects could affect anyone in the tower, but especially those carrying out maintenance in areas not normally accessed, resulting in major injuries	Steeplekeeper and ringers have been made aware of any defects identified in the Quinquennial Report that could affect them.	Copies of other surveys and reports to be obtained. Structural defects to be remedied as soon as practical.			
<u>Fire</u> General storage area at the bottom of stairs contains combustible materials	Fire breaking out could trap ringers and others in the tower causing serious injuries/loss of life		All combustible materials to be removed. Consideration to be given to find alternative escape route	PCC and ringers		
Portable electrical equipment is a potential source of fire	Fire breaking out could trap ringers and others in the tower causing serious injuries/loss of life	All electrical equipment is PAT tested	Steeple keeper to ensure cables etc are kept free from potential damage as part of monthly checks	Steeplekeeper		
Naked flames from candles etc	Fire breaking out could trap ringers and others in the tower causing serious injuries/loss of life		Avoid use of candles or anything else with naked flames	Ringers, visitors and maintenance personnel		
Mains electrical cabling could start a fire	Fire breaking out could trap ringers and others in the tower causing serious injuries/loss of life	All cabling checked as part of the church's regular maintenance				

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<p><u>Heating</u> Heating boiler at the bottom of the tower and flue running up the inside of the tower</p>	<p>Ringers could be trapped by fire - see Fire above</p> <p>Ringers and others in the tower could suffer from carbon monoxide poisoning resulting in loss of life</p>	<p>As above</p> <p>Boiler being regularly maintained</p>	<p>As above</p> <p>Installation of CO monitor</p>	<p>As above</p> <p>PCC</p>		

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