Generic Risk Assessment for KCACR Ringing Events

Activity:
Location:
Time/frequency:
Date of risk assessment:
Name of leader with responsibility for organising the event:

What are the hazards?	Who might be harmed and how?	What needs to be done?	Do you need to do anything else to manage this risk – specific to event? (Eliminate, Manage, Protect)	Action by whom?
Unfamiliar locations	All Various injuries	Event organiser to: • Obtain details of towers – hazards, difficult access, toilet and welfare facilities, parking etc. • Know emergency / tower contacts • Know tower access/ exit details, bells up/down, clock hammers, lights, heating etc. • Know if there are any difficulties with the bells • Know if there are any other activities on at the church at the same time • Ensures that a Tower leader for each tower is designated • Circulate details of event including any known hazards		
Ringing ability of attendees is not known	All Various injuries	Tower leader to ensure: • They are aware of the ringing abilities of all attendees • All inexperienced ringers are to be appropriately supervised		
Crowded ringing rooms	All Moving ropes Various injuries	Tower leader to ensure: • The ringing can be undertaken safely and those not ringing are also safe • Attendees to be move to a safe place, standing or sitting with feet on the ground • Reduce number of people in the tower		

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Unfamiliar locations - Security	Church Damage and theft	Event organiser / tower leader to ensure: • The church is secure as advised by the tower contact • Post an attendee at the entrance as required • Question unknown individuals • Tower/church is secured appropriately on leaving as per instructions		
Non ringers and inexperienced ringers are in attendance	All Various injuries	Tower leader to ensure: • All inexperienced ringers are to be appropriately supervised • Non ringers are not permitted to ring • Individuals are advised of risks and safety precautions i.e. keep feet firmly on floor, do not touch the ropes, stay seated/still during ringing • An experienced ringer shall always be present		
Ringing injuries	All Any injuries are untreated	Event organiser to: • Be aware of location of First Aid kit • Be aware if any qualified First Aiders are in attendance or nearby & contactable • Call 999 for an ambulance should the need arise		
Access to bells	All Various injuries	Event organiser / tower leader to ensure: • Access to bells shall not be permitted unless specific permission is provided by the tower contact		
Ringing chamber balconies (where applicable)	Falling by all, in particular young visitors Serious injury/death	Tower leader to ensure: • All are advised of risk, in particular young visitors • No-one leans over the balcony		
Fire in church	Generally, only exit from ringing room is down the tower stairs Serious injury/death	Event organiser / tower leader to ensure: • There is absolutely no smoking inside • Location and type(s) of any fire extinguisher in tower is known, and these are only operated by those trained to do so if required • Fire exit and muster point(s) are known and communicated to all attendees before ringing commences		

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Mechanical failure of bell fittings or broken ropes	Ringers Various injuries	Tower leader to ensure: • Ringing to be stopped and the tower contact shall be advised		
Lighting failure whilst ringing, if dark or dim	All Injury due to not being able to see to handle rope	Tower leader to ensure: • That there is a functioning secondary lighting system & torch available before any ringing takes place • Bells are stood immediately if lighting failure occurs		
Care of young people in ringing room	Under 18's	Event organiser to ensure: • At least two DBS checked adults are present • Emergency contact of <18 details are available • Parental consent for photos/videos has been obtained for those <18		
Care of young people at end of event	Under 18's	Event organiser / tower leader to ensure young people are collected by a parent at end of session, unless parent has allowed otherwise		
Communal transport	Users of transport Various injuries	Event organiser to ensure: • Transport is appropriate for users (disabled, elderly, youngsters) • Transport has been maintained in a safe and usable condition • The driver is appropriately qualified and able, and will drive safely and within the law • Pick-up and drop-off locations, and consequential access to the event is safe • The driver will take responsibility for ensuring all users are in the vehicle before setting off		

Event organiser: Person responsible for organising the whole event

Tower Leader: Ringer responsible for running the ringing at a particular tower

Tower Contact: Local person contacted by the organiser to agree the ringing at the tower and / or to be contacted during the ringing at the tower