



## Generic Risk Assessment for KCACR Ringing Events



**Activity:**

**Location:**

**Time/frequency:**

**Date of risk assessment:**

**Name of leader with responsibility for organising the event:**

**Name of the person preparing this Risk Assessment:**

<u>What are the hazards?</u>	<u>Who might be harmed and how?</u>	<u>What needs to be done?</u>	<u>Do you need to do anything else to manage this risk – specific to event?</u> <b>(Eliminate, Manage, Protect)</b>	<u>Action by whom?</u>
Unfamiliar locations	All  Various injuries	Event organiser to: <ul style="list-style-type: none"> <li>Obtain details of towers – hazards, difficult access, toilet and welfare facilities, parking etc.</li> <li>Know emergency / tower contacts</li> <li>Know tower access/ exit details, bells up/down, clock hammers, lights, heating etc.</li> <li>Know if there are any difficulties with the bells</li> <li>Know if there are any other activities on at the church at the same time</li> <li>Designate a Tower leader for each tower</li> <li>Circulate details of event including any known hazards</li> </ul>		
Ringing ability of attendees is not known	All  Various injuries	Tower leader to ensure: <ul style="list-style-type: none"> <li>They are aware of the ringing abilities of all attendees</li> <li>All inexperienced ringers are to be appropriately supervised</li> </ul>		
Crowded ringing rooms	All  Moving ropes  Various injuries	Tower leader to ensure: <ul style="list-style-type: none"> <li>The ringing can be undertaken safely and those not ringing are also safe</li> <li>Attendees to be moved to a safe place, standing or sitting with feet on the ground</li> <li>Reduce number of people in the tower</li> </ul>		

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Unfamiliar locations - Security	Church  Damage and theft	Event organiser / tower leader to ensure: <ul style="list-style-type: none"> <li>The church is secure as advised by the tower contact</li> <li>Post an attendee at the entrance as required</li> <li>Question unknown individuals</li> <li>Tower/church is secured appropriately on leaving as per instructions</li> </ul>		
Non ringers and inexperienced ringers are in attendance	All  Various injuries	Tower leader to ensure: <ul style="list-style-type: none"> <li>All inexperienced ringers are to be appropriately supervised</li> <li>Non ringers are not permitted to ring</li> <li>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</li> <li>An experienced ringer shall always be present</li> </ul>		
Ringling injuries	All  Any injuries are untreated	Event organiser to: <ul style="list-style-type: none"> <li>Obtain details of location of First Aid kit</li> <li>Be aware if any qualified First Aiders are in attendance or nearby &amp; contactable</li> <li>Call 999 for an ambulance should the need arise</li> </ul>		
Access to bells	All  Various injuries	Event organiser / tower leader to ensure: <ul style="list-style-type: none"> <li>Access to bells shall not be permitted unless specific permission is provided by the tower contact</li> </ul>		
Ringling chamber balconies (where applicable)	Falling by all, in particular young visitors Serious injury/death	Tower leader to ensure: <ul style="list-style-type: none"> <li>All are advised of risk, in particular young visitors</li> <li>No-one leans over the balcony</li> </ul>		
Fire in church	Generally, the only exit from a ringing room is down the tower stairs  Serious injury/death	Event organiser / tower leader to ensure: <ul style="list-style-type: none"> <li>There is absolutely no smoking inside</li> <li>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</li> <li>Fire exit and muster point(s) are known and communicated to all attendees before ringing commences</li> </ul>		

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Mechanical failure of bell fittings or broken ropes	Ringers  Various injuries	Tower leader to ensure: <ul style="list-style-type: none"> <li>• Ringing to be stopped and the tower contact shall be advised</li> </ul>		
Lighting failure whilst ringing, if dark or dim	All  Injury due to not being able to see to handle rope	Tower leader to ensure: <ul style="list-style-type: none"> <li>• That there is a functioning secondary lighting system &amp; torch available before any ringing takes place</li> <li>• Bells are stood immediately if lighting failure occurs</li> </ul>		
Care of young people in ringing room	Under 18's	Event organiser to ensure: <ul style="list-style-type: none"> <li>• At least two DBS checked adults are present</li> <li>• Emergency contact of &lt;18 details are available</li> <li>• Parental consent for photos/videos has been obtained for those &lt;18</li> </ul>		
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: <ul style="list-style-type: none"> <li>• Transport is appropriate for users (disabled, elderly, youngsters)</li> <li>• Transport has been maintained in a safe and usable condition</li> <li>• The driver is appropriately qualified and able, and will drive safely and within the law</li> <li>• Pick-up and drop-off locations, and consequential access to the event is safe</li> <li>• The driver will take responsibility for ensuring all users are in the vehicle before setting off</li> </ul>		

**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