



RISK ASSESSMENTS

This form is based on a Risk Assessment Form originally produced by Ecclesiastical Insurance as an example.

The list of hazards is not exhaustive and not all items are relevant to every tower. Omit hazards not appropriate to your tower and add any other relevant hazards.

*The form is completed in **brown** for an imaginary tower to indicate the process.*

General Risk Assessment Form

Name of Organisation	Assessment Undertaken By:
<i>Peterborough Diocesan Guild of Church Bellringers</i>	<i>Josiah Wellstruck</i>
Address	
<i>St Oswalds Church, Middle Somesuch</i>	
Postcode	<i>PD29 3DG</i>
Date	Review Date
<i>October 2017</i>	<i>October 2018</i>
Area Assessed	
<i>St Oswald's Church ringing chamber and belfry.</i>	

Risk Details

Under 'Additional Controls' you should note the additional measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Hazards / risks	Existing controls	Likelihood (L)	Severity (S)	Risk Rating (L x S)	Additional Controls
Entering the church					
Unauthorised access		<i>1</i>	<i>2</i>	<i>2</i>	<i>Tower door kept locked, only authorised people have key / code.</i>
Finding light switches safely	<i>Regular ringers aware of location</i>	<i>1</i>	<i>1</i>	<i>1</i>	
Falling / slipping from ladder / steps to ringing room	<i>Handholds in place and maintained.</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>One on ladder at a time, no jostling</i>
Slipping on spiral stairs	<i>Central rope handhold in place.</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>No jostling on stair</i>
Entering the ringing chamber					
Low doorway / awkward steps	<i>High visibility sign and well lit</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>Verbal warning by regular attenders to visitors</i>
Bells left up	<i>Local band always ring the bells down</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>An authorised person always present with</i>

	<i>or leave clear warning sign</i>				<i>visiting ringers to ensure bells are rung down.</i>
Unauthorised access		<i>1</i>	<i>2</i>	<i>2</i>	<i>Tower door kept locked, only authorised people have key / access code.</i>
In the ringing room					
Fire	<i>Fire extinguisher fitted to wall and checked by PCC contractor. Post code clearly displayed to guide fire service.</i>	<i>1</i>	<i>3</i>	<i>3</i>	<i>Telephone always in tower to phone 999. Emergency access is through .../ on to roof.</i>
Getting caught in moving ropes	<i>Ringers trained to check from rope whether each bell is up or down.</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>Visitors and non ringers given safety instructions upon entering the ringing chamber.</i>
Ropes breaking during ringing		<i>1</i>	<i>1</i>	<i>1</i>	<i>Ropes checked regularly, mats on the floor to help prevent wear.</i>
Stay breaking or or slider breaking or dislodged	<i>Ringers trained to feel that the bell is held upright before letting go of rope.</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>Ringers to be properly trained before they ring without assistance. Stays regularly checked.</i>
Power failure	<i>Emergency lighting installed and tested regularly.</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>Do not go upstairs if lights are out.</i>
Accessing the bell installation					
Falling / slipping from ladder / steps to bell chamber	<i>Handholds in place and maintained.</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>One on ladder at a time, no jostling</i>
Slipping on spiral stair	<i>Regular cleaning of accumulated debris</i>	<i>1</i>	<i>2</i>	<i>1</i>	<i>Torch advised as being needed.</i>
Tripping in intermediate / clock room	<i>Room has natural light and electric light but uneven floor</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>Warn of need for special care</i>
Falling through trap door	<i>Door always kept shut. But 18" below floor level. Strong enough to withstand accidental tread.</i>	<i>1</i>	<i>2</i>	<i>2</i>	
Slipping / falling from frame or on stairs	<i>Natural light and electric lighting provided.</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>Only authorised people to work in the tower, second person aware of work in progress.</i>
Unbalanced by sudden striking of clock	<i>Disable striking mechanism beforehand.</i>				<i>Or wear ear defenders.</i>
Bells left up	<i>Local band always ring the bells down. If left up, warning</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>An authorised person always present with visiting ringers to ensure</i>

	<i>notices displayed in ringing room and on stairs</i>				<i>bells are rung down.</i>
Unauthorised access		<i>1</i>	<i>2</i>	<i>2</i>	<i>Tower door kept locked, only authorised people have key.</i>

Being locked in tower

Persons unknown lock external door	<i>Do not leave key in / near lock. Snap padlock closed whilst inside.</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>Have phone available</i>
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Likelihood	Severity	Risk Rating
1 = Low (seldom)	1 = Low (minor cuts and bruises)	1-2 = low Priority
2 = Medium (frequently)	2 = Medium (serious injury or incapacitated for 3 days or more)	3-4 = Medium Priority
3 = High (certain or near certain)	3 = High (fatality or a number of persons seriously injured)	6-9 = High Priority

PDG Sample Risk Assessment.docx version 11/1/2020

Disclaimer

This report and advice is given in good faith and without reward. No liability can be accepted by the member or the Guild in respect of the contents of the report or advice. The report is given for the benefit of the Incumbent, Churchwardens and PCC and is not intended to be relied upon by third parties.