

How to use this sample Risk Assessment

Please see the example risk assessment below that provides a starting point for you when planning this activity. The event/activity leader is responsible for initiating the thinking about the possible risks and how the leader can reduce them. This document serves as a communication tool so that everyone who appears on the responsible column is clear. It is very important that each action has a person assigned as responsible. Please delete any parts that are not relevant to your activity. Please add any rows of risks that you think of, that are not included.

Should you want any help, please contact your district secretary. Once completed please email to secretary@scacr.org as a copy is needed for insurance purposes.

Sussex County Association of Change Ringers

SCACR

Risk Assessment Sample: Training Day.

Event description:	Training – Learning to Plain Hunt
Location:	St Mary’s Church, Walberton, West Sussex
Date of event:	26 April 2020
Name of leader:	The Leader

Written risk assessments aid organisers to think about possible risks and take action to minimise them. This template is an example and can support leaders to think about possible hazards.

The organiser should send a copy of the risk assessment to the General Secretary.

What are the hazards?	Who may be harmed and how?	Control measures: What needs to be done or has been done already?	Details, what, if any, further action is necessary?	Action by who?	Action by when?
Location Hazards					
Limited Space in the ringing room	Ringers in the ringing room	<i>The Leader will make sure those in the ringing room are safe during each session There is space for the six ringers and those standing with pupils. There is also space for two people sitting out and 1 standing. The church may be used for any overflow.</i>			
Ellacombe Apparatus	Bell Damage	<i>The Greeter will make sure the Ellacombe hammers are free.</i>			
Power Failure	Those Ringing	<i>The ringing room is well lit by natural light. When required a safety light is available The Greeter and Leader should decide whether to activate the safety light.</i>			
Stairs to the ringing room	All attending	<i>The stairs are short, in good condition and have a good handrail.</i>			

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Catering					
Scalding	All attending	<i>The church has a kitchenette and water boiler. The leader should designate a responsible person</i>			
Food poisoning at event involving catering	All	Catering organiser to ensure that: <ul style="list-style-type: none"> • <i>food is not kept uncovered and unattended for long periods of time</i> • <i>appropriate action is taken to refrigerate food in warm weather</i> • <i>any freshly cooked food is served immediately as appropriate</i> • <i>general food hygiene is followed by those handling or preparing food.</i> 			
Ringling					
On a ringing related activity: Ringing ability of attendees is not known	Inexperienced ringers Possible accident and injury	Leader to find out the following: <ul style="list-style-type: none"> • <i>the ringing abilities of all attendees.</i> Leader to ensure that: <ul style="list-style-type: none"> • <i>all inexperienced ringers are to be appropriately supervised</i> • <i>non-ringers are not permitted to ring unless undertaking an appropriate training course</i> • <i>individuals are advised of risks and safety precautions ie keep feet firmly on floor, do not touch the ropes, stay seated/still during ringing.</i> • <i>experienced ringers are always present</i> 			

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Other Considerations					
Inappropriate Behaviour	Young people	<p><i>Event organiser to ensure that:</i></p> <ul style="list-style-type: none"> • <i>safeguarding procedures are followed according to safeguarding policy and best practice</i> • <i>at least two DBS checked adults are present</i> • <i>emergency contact of under 18s' details are available</i> • <i>young people are collected by a parent at end of session, unless parent has allowed otherwise.</i> 			