

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.

SCACR Risk Assessment Sample: Regular SCACR Evening Practice

Event description:	SCACR Evening Bellringing Practice
Location:	St. Nicholas Church, Arundel, West Sussex. BN18 9AT
Date of event:	Every 1st and 3rd Friday each month
Name of leader:	Colin Spencer or person appointed by Colin in his absence

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? <i>Example in italics to be deleted/added to</i>	What, if any, further action is necessary?	Action by who?	Action by when?
Entry to the Church and Tower entrance	All attendees Accidents, slips and trips especially after dark	<ul style="list-style-type: none"> • Parking is on the road although a couple of cars may be able to park in the driveway up to the church. • The large entrance gates are very heavy so only use the opened gate. • The path to the church is a dimly lit gentle slope so care should be taken if dark and raining. • On entry into the church there are steps down to the main floor with a handrail either side. • In case of emergency the address and postcode for the church is displayed in the porch and ringing room. • There is a toilet at the back of the church, which, if locked, the Tower Captain can open 			

Sussex County Association of Change Ringers

What are the hazards?	Who may be harmed and how?	Control measures: What needs to be done or has been done already? <i>Example in italics to be deleted/added to</i>	What, if any, further action is necessary?	Action by who?	Action by when?
		<ul style="list-style-type: none"> • Quite often the choir is practising in the church so entry should be quiet. • The door to the belfry is behind the alter but is not unlocked until either the Tower Captain arrives or Colin Spencer (the leader) 			
Entry & security of the Ringing Room	All attendees Accidents, slips and trips	<ul style="list-style-type: none"> • The key for the entrance door to the spiral stairway up to the ringing room is kept in a key safe. The combination only known by Tower Captain and Colin Spencer. • The spiral stairway steps are uneven as well as curving, so care needs to be taken. They are well lit and a rope handrail is attached to the wall and should be used to prevent falling. • At the approach to the ringing room the last 5 steps are at a 45 degree angle to the previous steps and the grab rail on the wall should be used to be safe. • The door into the ringing room also has a padlock which only the Tower Captain or appointed person can unlock. 			
Ringing Room and ringing the bells	All attendees	<ul style="list-style-type: none"> • Check clock hammers are off & bells down, be advised by the Tower Captain of this. • Just in from the door to the ringing room there are another 3 steps with a handrail. • Bell ropes are left hanging loose so should not be touched until told to by the Leader of the event. 			

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		<ul style="list-style-type: none"> • The leader will find out the ability of all attendees if not already known and make sure that inexperience ringers are appropriately supervised with a teacher. • No non-ringers will be allowed to ring unless with a teacher. • The Leader of the event will not allow the ringing room to become overcrowded. • When sitting in the ringing room all attendee's are instructed to keep both feet on the floor, and are advised of the emergency exit. 			
Broken rope or broken stay	All ringers – The rope could fall on the ringer or be whipped up through the ceiling resulting in rope burn or possible serious injury	<ul style="list-style-type: none"> • The ropes are checked for wear regularly in the ringing room and round the wheel & pulleys. • There are mats on the floor to help prevent wear to the ropes. • The stays are checked regularly for any cracks which could weaken them • The ringers are taught not to 'over pull' and consequently not bang the stay. • Any inexperienced ringer is supervised by a teacher to prevent broken stay. 			
Young people attending event	Young people at risk.	<p><i>Event organiser will ensure that for any young person attending the following will be in place:</i></p> <ul style="list-style-type: none"> • Either a parent or two DBS checked adults are present • emergency contact of under 18s' details are available 			

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		<ul style="list-style-type: none"> • young people are collected by a parent at end of session, unless parent has allowed otherwise. • Safeguarding procedures are followed according to safeguarding policy and best practice • If any photos taken of them parental permission is obtained before being published. 			
Power Cut	All attendees – possible injury by loss of control of the ropes as ringers not able to see moving ropes.	<ul style="list-style-type: none"> • There is emergency lighting in the ringing room. • All ringers would be told to stand their bell immediately. • There is emergency lighting on the spiral stairway down to the church and up to the emergency exit • Torch available. 			
Fire in building	All Serious injury/death.	<ul style="list-style-type: none"> • A fire extinguisher is in the ringing room. • An emergency fire exit exists onto the roof of the church going <u>up</u> the spiral stairway which ringers are made aware of. 			