

DRAFT

Risk assessment for the church tower (all activities) – August 2023

Completed by:		Date	xx August 2023 (for revisions, see end of document)
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Note – text in black applicable at time of compilation. Text in red also applicable post reordering

Work Activity Inventory

Occupation being analysed	<i>Work or other access to tower</i>	Location	<i>Tower</i>	Those affected	<i>Ringers, maintenance team, visitors, casual user, MOP</i>	Date	<i>21/08/2023</i>
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Notes

1. This draft version awaiting final feedback from Tower Captain therefore uploaded to church website in its current form along with other Project Inspire material to coincide with the faculty notice being display.
2. Text in black applicable at time of compilation. Text in red also applicable post reordering.

Activity	Potential hazards	Is this a significant risk? Yes/No	If risk assessment completed record details (date and reference) here
Maintenance	Use of power tools, work at height, manual handling, fatigue, personal safety, lone working, unauthorised access to roof, fire.	No	See separate risk assessment
Specialist higher risk tasks	Falls, use of tools, manual handling (depending upon task), use of contractors, fire.	Yes	Special risk assessment compiled when required to take into account the work being undertaken.
Cleaning	Use of electrical equipment, cuts/sharps, manual handling, hazardous substances (cleaning materials),	No	See separate risk assessment

	lone working, work at height (access equipment), fire, personal safety, bird droppings.		
Children's work/minors (also 'vulnerable adults')	Abuse of children and consequences for children, wrongful accusations against adults, reputation (church and individuals), claims, independent investigations, breach of statutory obligations.	Yes	See separate risk assessment
Bell ringing	Misuse of bell ropes, unauthorised access, lack of supervision, slips, trips, falls, fire.	Yes	See separate risk assessment
Visiting ringers	Incorrect use of bells, unauthorised access to the tower beyond ringing chamber.	Yes	See separate risk assessment
Contractors	Work at height, hot work, confined spaces, use of power tools, electrical safety, manual handling, safe access/egress, unprotected work, welfare facilities, theft of materials, deliveries to site.	Yes	See general risk assessment – specific risk assessments to be undertaken by contractors where necessary.
General public (tower open days)	Existing ill health conditions, slips/trips/falls, unauthorised access to roof, locked in church, fire safety, fatigue on stairs.	Yes	See separate risk assessment compiled for previous events – review before new events.
Use of multi-use space	Inadequate supervision, tampering with equipment, manual handling (tables etc), unauthorised access to tower, fire.	No	See separate risk assessment
Hirers of church	Fire safety, electrical safety, slips/trips/falls, unsafe furniture, manual handling, unauthorised access to tower, damage and wear and tear, children's work.	No	See separate risk assessment

Name of person compiling inventory

Name(s) of persons assisting in compiling this inventory:

Post
Signature:

Location
Date:

Risk assessment for general ringing and tower access			
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks? <i>For further actions, see table at end</i>
Ringing/ practice sessions/ visiting ringers <ul style="list-style-type: none"> • Misuse of bells • Inadequate supervision • Damage to fixtures and fittings • Unauthorised access • Fatigue • Fire 	All ringers and those with authorised access to the tower. Those without authorised access.	<ul style="list-style-type: none"> • At least one ringer/person legitimately in the tower, should have a set of keys to prevent a lock in. If there are no other church users in the church out of normal opening hours, the main doors should be locked during ringing. • At least one ringer/ authorised person should have a working mobile 'phone with them. The ringers should work with the PCC/ Churchwardens to ensure the bells have an annual maintenance check. • No ringer shall ring alone • Ringing in line with CCCBR guidelines and standards including competence and supervision • Visiting ringers – by arrangement, access arranged, meet CCCBR guidelines and standards • Limited number of keys to bottom door in existence. 2 keys with members of ringing band. 1 key held in Vestry back door. One held by Churchwarden. Keys not to be loaned to others. • Door at bottom of tower left open during ringing as difficult to get out of tower when door closed. Chain across stairs beyond ringing room to discourage access. Main church door kept locked when only ringers in church outside normal opening hours. Ringers listen to monitor people coming into the church and coming up tower. • Emergency access and egress – very limited – only spiral stairs. • Fire risk assessment for church 	Yes, subject to: <ul style="list-style-type: none"> • Emergency egress – main exit post-reordering will be via the balcony • Church fire risk assessment being updated • Fire detection and alarm installed

		<ul style="list-style-type: none"> • Ensure that clock hammers are taken off before ringing and wires out of the way • Ensure clock hammers freed after ringing (if bells are down) and hanging in correct position • Ensure all ringers not wearing loose clothing items e.g. scarves • Ensure everyone keeps their feet on the floor during ringing • Ensure those not ringing stand/sit in safe places. • Ensure all new ringers and visitors are aware of safety procedures • Ensure that any teaching/supervision of new/inexperienced ringers is done by suitably experienced ringers • Only suitably experienced/supervised ringers and visitors and authorised church officials allowed in the ringing room • First aid kit available • When bells are down ensure that ropes are hanging safely. Access to the ringing room restricted by locked door • When bells are left up and unattended full signage should be placed on ringing room door and in room. Access doors kept locked. • Bells and ropes to be checked/ kept in good condition to minimise risk of accident from sudden failure of components 	
Slips, trips, falls on stairs	As above	<ul style="list-style-type: none"> • Stairs cleaned and maintained • Lighting in use • Use of torch ('phone) • Ringers have own emergency flashlight. 	<p>Yes, subject to:</p> <ul style="list-style-type: none"> • Improved lighting and cable in staircase
Electricity	As above	<ul style="list-style-type: none"> • Church fixed wiring inspections • PAT testing regime • New items to be notified to Churchwarden • No unapproved wiring changes/overloading of sockets • Electrical items switched off when not in use 	<p>Yes, subject to:</p> <ul style="list-style-type: none"> • New items being notified for PAT testing

Inadequate security	As above	<ul style="list-style-type: none"> • Key control 	<p>Yes, subject to:</p> <ul style="list-style-type: none"> • Lock/access control on new door to balcony • Door at bottom of tower to be kept permanently locked unless special access required. Keys to be kept securely. • Lock to be fitted to existing door to stairs and normally to be kept locked • Controlled access to ringing chamber/ multi-use room included in protocol • System/procedure to be put in place to prevent access during ringing if doors have to be open
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Risk assessment for maintenance/cleaning work in tower			
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks? <i>For further actions, see table at end</i>
Hot work/fire	Volunteers, contractors, others using tower	<ul style="list-style-type: none"> • Selection and control of contractors • Use of hot work permits and specific risk assessments for certain tasks • No smoking in church • Maintaining clear access/ egress 	Yes
Unauthorised access	As above	<ul style="list-style-type: none"> • Use of volunteers or contractors capable of climbing stairs and managing narrow staircase 	Yes

Movement of bells, inadequate lighting etc	As above	<ul style="list-style-type: none"> • Lighting – as above lighting must be adequate to provide a safe working condition at all times. • Bells should be down when anyone enters bell chamber to do any work unless under exceptional and closely supervised circumstance. • Nobody should work in the bell chamber alone. • Ensure that experienced ringer/steeple keeper present at all times • Person in charge to have relevant skills/knowledge to ensure safety • Ensure those working in the bell chamber are physically fit enough to carry out task. • When climbing on/over bell frame remember to maintain 3 points of contact • Ensure fabric of bell chamber in good condition including floor and roof area. • Ensure bells and frame kept well maintained to help prevent accidents 	
Inadequate access to bells	As above	<ul style="list-style-type: none"> • Access route for bells to be lowered up and down the tower through floor access hatches to be maintained in useable condition. 	Yes, subject to: <ul style="list-style-type: none"> • check on design or changes in west porch
Use of contractors	As above	<ul style="list-style-type: none"> • Selection and control of contractors, insurance • Specific risk assessment if appropriate • Contractor provides own tools and PPE 	Yes
Use of volunteers	As above	<ul style="list-style-type: none"> • Anyone assisting has physical capacity to do work in tower • Specific risk assessment if appropriate 	
Use of tools	As above	<ul style="list-style-type: none"> • Correct tools, maintained tools 	Yes
Fatigue	As above	<ul style="list-style-type: none"> • Use of volunteers or contractors capable of climbing stairs and managing narrow staircase, adequate 	Yes

		breaks, not using volunteers with limiting medical conditions	
Unauthorised access to the roof	As above	<ul style="list-style-type: none"> • Door from clock chamber locked with combination lock. • Door to walkway has padlock 	Yes, subject to: <ul style="list-style-type: none"> • Key box or combination lock at top of tower
Lone working	As above	<ul style="list-style-type: none"> • Lone working allowed only for de minimis work. Mobile 'phone carried and second person aware that work is in progress/completed 	Yes
Work at height	As above	<ul style="list-style-type: none"> • Specific risk assessment. Correct access equipment used • Contractor used if appropriate. 	Yes
Infection e.g. bird droppings	As above	<ul style="list-style-type: none"> • Personal hygiene. Use of PPE (overalls, gloves, mask) 	Yes
Manual handling	As above	<ul style="list-style-type: none"> • Furniture, tools etc to be manageable by one or two persons. Risk assessment compiled if complex or awkward task. 	Yes
Unauthorised access	As above	<ul style="list-style-type: none"> • Key holders or special arrangements to allow access • Door security – locked when room not in use 	Yes, subject to: <ul style="list-style-type: none"> • Door security on new door to balcony.
Welfare	As above	<ul style="list-style-type: none"> • Use of facilities in Church Cottage/church • Provision of first aid kit 	Yes
Theft of materials	As above	<ul style="list-style-type: none"> • Security to be part of planning tasks and in any specific risk assessments 	Yes
Noise	As above	<ul style="list-style-type: none"> • Use of appropriate tools and PPE as necessary. • Included in any specific risk assessments. • Bells not rung while work in progress • Chimes removed if required and by arrangement. 	Yes
Hazardous substances	As above	<ul style="list-style-type: none"> • Minimise use by applying hierarchy of controls • Use of safety data sheets as necessary (ventilation etc) • Correct use and disposal 	Yes

Risk assessment for tower open days			
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks? <i>For further actions, see table at end</i>
		See separate risk assessment – to be reviewed prior to and after each event	

Risk assessment for use of ringing chamber/ multi-use room <i>Also see general ringing and tower access item above</i>			
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks? <i>For further actions, see table at end</i>
Slips, trips, falls on stairs	Anyone authorised/ not authorised to access tower.	<ul style="list-style-type: none"> • Maintenance of stairs • Access by those able to use stairs • Lighting in use • Handrail to ringing chamber 	Yes, subject to: <ul style="list-style-type: none"> • Improved lighting and cable in staircase
Impeded access and movement	As above	<ul style="list-style-type: none"> • Furniture/ storage should be minimal and positioned where it does not impact on ropes and those ringing • Materials returned to storage after use and room left clear and tidy • No trailing cables 	Yes, subject to: Protocol covering these points
Incorrect use of bells	As above	<ul style="list-style-type: none"> • Ringing in line with CCCBR guidelines and standards including competence and supervision • Visiting ringers – by arrangement, access arranged, meet CCCBR guidelines and standards 	Yes, subject to: Project Inspire installing a 'spider' for ropes/chimes
Electrocution	As above	<ul style="list-style-type: none"> • Church fixe wiring inspections • PAT testing 	
Manual handling (furniture)	As above	<ul style="list-style-type: none"> • Furniture easily moved by one or two people 	

Inadequate supervision	As above	<ul style="list-style-type: none"> • Ringing in line with CCCBR guidelines and standards including competence and supervision • Visiting ringers – by arrangement, access arranged, meet CCCBR guidelines and standards • Adult supervision of groups in line with protocol 	Yes, subject to: <ul style="list-style-type: none"> • Protocol including point re adequate supervision
Inadequate hygiene	As above	<ul style="list-style-type: none"> • No eating or drinking in the room (bar fluid for hydration during activity/ ringing) • Area included in cleaning regime • Any spills to be cleaned immediately 	Yes, subject to: <ul style="list-style-type: none"> • No eating or drinking in room to be added to protocol • New cleaning regime for church to encompass room
Fire	As above	<ul style="list-style-type: none"> • Fire risk assessment (FRA) for church • Egress via stairs • Electrical safety • No smoking area 	Yes, subject to: <ul style="list-style-type: none"> • FRA being updated • Installation of fire detection and alarm system • Installation of emergency lighting including stairs • Church users to be briefed on fire safety
Fatigue	As above	<ul style="list-style-type: none"> • Supervision by tower captain/lead • Heating and ventilation 	Yes, subject to: <ul style="list-style-type: none"> • Heating and ventilation in M&E plan
Unsuitable temperature/ventilation	As above	<ul style="list-style-type: none"> • Supervision by tower captain/lead • Cease use if necessary • Drinks for users • Heating and ventilation 	Yes, subject to: <ul style="list-style-type: none"> • Heating and ventilation in M&E plan

Inadequate security	As above	<ul style="list-style-type: none"> • At least one ringer/person legitimately in the tower, should have a set of keys to prevent a lock in • If there are no other church users in the church out of normal opening hours, the main doors should be locked during ringing • At least one ringer/ authorised person should have a working mobile 'phone with them • No ringer shall ring alone • Limited number of keys to bottom door in existence. 2 keys with members of ringing band. 1 key held in Vestry back door. One held by Churchwarden. Keys not to be loaned to others • Door at bottom of tower left open during ringing as difficult to get out of tower when door closed. Chain across stairs beyond ringing room to discourage access. Main church door kept locked when only ringers in church outside normal opening hours. Ringers listen to monitor people coming into the church and coming up tower • Use of rom to be booked via Church Suite system (Parish Office) 	Yes, subject to: <ul style="list-style-type: none"> • Main entrance/ exit will be via balcony post-reordering • Door security on new door • Existing door to stairs to be fitted with a lock with adequate key control
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Risk assessment for access to bell chamber and clock chamber			
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks? <i>For further actions, see table at end</i>
		As for general ringing and tower access	
Inadequate security re access to roof	Anyone seeking unauthorised access	<ul style="list-style-type: none"> • Door to roof has combination padlock • Roof alarm • CCTV 	Yes
Slips, trips, falls	All users	<ul style="list-style-type: none"> • As elsewhere in risk assessment 	Yes, subject to; <ul style="list-style-type: none"> • Handrail to be extended to top of steps

Risk assessment for access to roof and walkway at base of spire			
Hazards	Who is at risk?	What are you already doing?	Is enough to manage the risks? <i>For further actions, see table at end</i>
		As for general ringing and tower access	
Inadequate security re access to walkway		<ul style="list-style-type: none"> Door to walkway has padlock 	Yes, subject to: <ul style="list-style-type: none"> Key box or combination lock at top of tower
Slips, trips, falls	All users	<ul style="list-style-type: none"> As elsewhere in risk assessment 	Yes, subject to; <ul style="list-style-type: none"> Handrail to be extended to top of steps

Additional actions arising from August 2023 risk assessment:

Action	By whom	Status
Improved egress from ringing chamber to ground floor via balcony	Project Inspire	Included in Stage 3 design plans.
Door security on new door to/ from balcony	Project Inspire	Included in Stage 3 design plans.
Existing door to stairs to be fitted with a lock with adequate key control	Project Inspire	Included in Stage 3 design plans.
Project Inspire plan to include improved lighting on stairs and fire proof cable.	Project Inspire	To be included in M&E plans
Key box or combination lock at top of tower to improve security	Churchwarden	To address in autumn
Door security on new door to balcony.	Project Inspire	Concept is in plan but detail to be in design stage 4.
Standard means of securing bell ropes and chimes cable – installation of ‘spider’ and lock.	Project Inspire	Concept is in plan but detail to be in design stage 4.
Signing off draft protocol for use of ringing chamber/multi-use space	Project Inspire/users	In well advanced draft state.
Fire safety:	Project Inspire	Included in project plans, M&E plans

<ul style="list-style-type: none"> • FRA being updated • Installation of fire detection and alarm system • Installation of emergency lighting including stairs • Church users to be briefed on fire safety 		
Heating and ventilation	Project Inspire	In M&E plans
New electrical items to be notified for PAT testing	Users	Needs to be done from now.
Handrail/ rope to be extended to top of tower stairs	Project Inspire	To be added at Design Stage 4.
Review protocol to ensure all necessary points are covered e.g. no trailing cables, no eating and drinking	Project Inspire	To be reviewed
Check on design/ alterations in west porch to ensure means of removing bells is not impeded.	Project Inspire	To be reviewed

<i>Reviewed by</i>	<i>Date</i>	<i>Summary of this review</i>