



Central Council of Church Bell Ringers
"Registered Charity number 270036"
Tower Stewardship Committee

Risk Assessment Examples

Two examples of a risk assessment, compiled specifically for use in a church bell ringing environment.

Example 1

The following is a sample of a risk assessment, as used on the Ecclesiastical Insurance Group website.

This example have been kindly provided by The Harry Windsor Ringing Centre

The normal procedure is:

1. Identify the risk/hazard.
2. Identify the existing controls in use (ie keeping doors to the bell chamber locked).
3. Use the following to classify the risk

Likelihood

The likelihood of something happening
Can be graded as:

- 1 = Low (seldom)
- 2 = Medium (frequently)
- 3 = High (certain or near certain)

Severity

The severity of injury if something does
happening can be graded as:

- 1 = Low (minor cuts and bruises)
- 2 = Medium (serious injury or incapacity for 3 or more days)
- 3 = High (fatality or number of persons injured)

Risk Rating

Multiply the likelihood by the servierty to give a risk rating.

- 1 – 3 = low priority – no action may be required
- 3 – 4 = medium priority – additional controls may be nessecary
- 6 – 9 = high priority – action must be taken to reduce the risk or stop the activity.

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/ persons affected	Existing controls	Likelihood (L)	Severity (S)	Risk Rating (L x S)	Additional Controls
Falling from Ladder to Clock Chamber		2	2	4	Access only by or in presence of nominated person who will give instruction and supervise. Lock on trapdoor to be changed to ensure three points of contact
Padlock Falling from Trapdoor		2	2	4	Change to fixed lock
Falling through Trapdoor		1	3	3	Fix part guardrail around top of trapdoor.
Contractors/Visitors leaving bells in potentially dangerous state		1	2	2	Nominated person to agree access by all contractors/visitors Nominated person to check after all visitors/contactors have been above ringing chamber level.
Hole in belfry Floor where old Clockcase was.		1	2	2	Verbal warning to all belfry visitors – restore floorboards permanently
Fire		1	3	3	Key of Balcony to be in door when tower in use. Extinguisher for Electric to be in ringing chamber. Move electric boxes from access.
Unauthorised Access to tower – falls, swinging bells etc.		2	2	2	Warning note on key safe key not to be used without permission of NG
Power failure		1	2	2	Emergency Light in Ringing Chamber – to be tested quarterly
Slipping/Falling from Frame or on steps		1	2	2	Only nominated persons to work in tower alone and must have Mobile Phone

Signed by:

Assessor: _____

Date _____

Tower Captain: _____

Date: _____

Church Official: _____

(I.e. Vicar, Church Warden, Health and Safety Officer)

Date _____

Agreeded Review Date: _____

Copies to be kept in Ringing Chamber and Church Health and Safety File.

Example 2

The following is a sample of a risk assessment, as used on the HSE website.

This example has been kindly provided by The Kent County Association of Change Ringers

CHURCH NAME:		Name of Assessor:			Date:	
What are the hazards?	Who might be harmed and how?	What is already being done?	What further action is necessary?	Action by who?	Action by when?	Date complete
<u>Security of the tower</u>	Non ringers gaining access to the bells and ropes - major injuries from accidentally pulling ropes or moving bells whilst up	Outside tower door locked and keys held only by tower captain and wardens	Training to be given to wardens to ensure they understand the reasons why non ringers must not be allowed in the tower without prior agreement from the tower captain.	Tower captain		
			Internal doors to ringing room, clock room and belfry to be locked and keys retained by tower captain and in ringing room	Steeplekeeper		
<u>Access to tower</u>						
Condition and lighting of external path	Ringers and visitors accessing the tower - slips and trips especially after dark	Nothing	PCC to consider external lighting	PCC		

Condition and lighting of stairs	Ringers and visitors accessing the tower - slips and trips	Lights well maintained	Repairs to worn out treads on 1st 2 steps	PCC		
			Installing new handrail/rope	Steeplekeeper and ringers		
<u>Ringling room</u>						
Getting caught up in moving ropes	Non ringers, visitors, trainees, ringers whilst not ringing, ringers - potentially serious injuries varying from rope burns to being hauled up in the tower resulting in broken bones etc.	Visitors and non ringers instructed not to touch ropes prior to entry. All persons not ringing instructed to keep feet firmly on the floor. Removal of loose clothing such as ties, scarves etc prior to ringing. Learners are closely supervised by competent instructor.				
Ropes breaking near the sally and flailing around	All personnel in the area could become snagged by the ropes and suffer injuries as above	Ropes are checked on a monthly basis as part of the regular tower maintenance. Mats installed to minimise wear on the tail ends.				

Stay breaking or similar mechanical failure	The ringer could be lifted off their feet as the bell 'goes over' and then dropped to the ground causing various injuries including major ones	Ringers to be properly trained to avoid 'over pulling'. Steeplekeeper ensures all equipment around the bells is checked as part of the tower maintenance.				
Power cuts whilst in the process of ringing	Loss of control of the ropes resulting in all personnel in the area at risk of becoming snagged by the ropes and suffer injuries as above	Automatic emergency lighting in place enabling the bells to be safely stood or lowered	Emergency lighting check to be added to monthly tower maintenance schedule	Steeplekeeper		
slips and trips on items on the floor	All personnel could be injured by tripping over items on the floor	General good housekeeping.				
Portable electrical equipment	All personnel could be injured by tripping over electrical leads or getting	Trailing leads not left in walking areas but tucked neatly behind furniture etc. All equipment regularly PAT tested				

	electric shocks					
<u>Clock Room</u>						
Getting caught up in the ropes when the bells are ringing or when the bells are up and the ropes are disturbed	All personnel could become caught up in the ropes and suffer a variety of injuries including major ones	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				
<u>Access to belfry</u>						
Falling from wooden steps	Steeple keeper and other maintenance personnel could fall and suffer serious injuries	Steps in good condition and suitable handrail provided. Condition checked as part of steeplekeeper's 6-monthly checklist.				
<u>Belfry</u>						
Getting caught up with moving bells, wheels etc	All personnel - could result in multiple injuries or even fatalities	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				
Accidentally dislodging bells whilst up	All personnel - could result in multiple injuries or even fatalities	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				

Falling from frame into pit whilst carrying out maintenance, muffling bells etc	Steeplekeeper and other ringers	Avoid accessing area via frame as far as practical.	Ensure steeple keeper is fit enough for task or obtain suitable assistance. Use additional 'crawling boards' where appropriate or for longer duration work.	Tower captain/ steeplekeeper		
Noise from ringing bells	Noise could cause permanent hearing damage	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				
	Noise could cause imbalance and subsequent falls into moving bells	Access door is locked and keys controlled by tower captain. Area only to be accessed when bells are down				
Poor lighting	Poor lighting could lead to all sorts of accidents		PCC to consider improving lighting levels generally. Additional lighting to be installed when carrying out maintenance - lead lights etc			
<u>Lone working</u>	Any accident involving anyone working on their own could result in any injuries becoming significantly worse through lack of immediate attention	Lone working is not permitted under any circumstances, whether raising or lowering bells or for carrying out any form of maintenance.				

<u>Asbestos</u>	All personnel, but especially those involved in maintenance - breathing in of asbestos fibres could result in death	Copy of the church's latest asbestos survey obtained and checked. All asbestos in good condition	Asbestos to be marked so all are aware of its location. Those involved with any form of maintenance to be aware of asbestos locations.			
<u>Structural defects generally</u>	Structural defects could affect anyone in the tower, but especially those carrying out maintenance in areas not normally accessed, resulting in major injuries	Steeplekeeper and ringers have been made aware of any defects identified in the Quinquennial Report that could affect them.	Copies of other surveys and reports to be obtained. Structural defects to be remedied as soon as practical.			
<u>Fire</u>						
General storage area at the bottom of stairs contains combustible materials	Fire breaking out could trap ringers and others in the tower causing serious injuries/loss of life		All combustible materials to be removed. Consideration to be given to find alternative escape route	PCC and ringers		
Portable electrical equipment is a potential source of fire	Fire breaking out could trap ringers and others in the tower causing	All electrical equipment is PAT tested	Steeple keeper to ensure cables etc are kept free from potential damage as part of monthly checks	Steeplekeeper		

	serious injuries/loss of life					
Naked flames from candles etc	Fire breaking out could trap ringers and others in the tower causing serious injuries/loss of life		Avoid use of candles or anything else with naked flames	Ringers, visitors and maintenance personnel		
Mains electrical cabling could start a fire	Fire breaking out could trap ringers and others in the tower causing serious injuries/loss of life	All cabling checked as part of the church's regular maintenance				
<u>Heating</u>						
Heating boiler at the bottom of the tower and flue running up the inside of the tower	Ringers could be trapped by fire - see Fire above	As above	As above	As above		
	Ringers and others in the tower could suffer from carbon monoxide poisoning resulting in loss of life	Boiler being regularly maintained	Installation of CO monitor	PCC		

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