

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: Annual District Meeting (Adapt, delete/add as appropriate)

Event description:	Annual District Meeting: ringing at 2 towers, ringers' tea, meeting
Location:	
Date of event:	
Name of 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?
Locations including churches and bell towers which are not well known to attendees	All Accidents, slips and trips especially after dark	<p><i>Leader to find out the following:</i></p> <ul style="list-style-type: none"> • <i>details of location – particular hazards, difficult access, toilet and welfare facilities, and parking.</i> • <i>emergency / tower contacts</i> • <i>building/tower access/exit details, bells up/down, clock hammers, lights, emergency lighting, heating</i> • <i>whether there are any difficulties with the bells</i> • <i>are any other activities on at the church at the same time?</i> <p><i>Leader to:</i></p> <ul style="list-style-type: none"> • <i>circulate details of event to attendees, including any particular known hazards</i> • <i>designate a Ringing Master for each tower in advance</i> • <i>designate a catering organiser</i> • <i>designate someone to oversee setting up and clearing up for the meeting and tea</i> 			

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?	Details, what, if any, further action is necessary?	Action by who?	Action by when?
On a ringing related activity: Ringing ability of attendees is not known	Inexperienced ringers Possible accident and injury	<p><i>Ringing Master at each tower to find out the following before an individual rings:</i></p> <ul style="list-style-type: none"> • <i>the ringing abilities of all attendees.</i> <p><i>Ringing Master at each tower to ensure that:</i></p> <ul style="list-style-type: none"> • <i>all inexperienced ringers are to be appropriately supervised</i> • <i>inexperienced ringers are not put on “difficult” bells</i> • <i>non-ringers are not permitted to ring</i> • <i>non-ringers are reminded not to touch ropes, and to keep feet on floor and legs un-crossed.</i> 			
Crowded ringing rooms	All Possible accident and injury	<p><i>Leader to ensure that:</i></p> <ul style="list-style-type: none"> • <i>the ringing can be undertaken safely and those not ringing are also safe.</i> • <i>attendees to move to a safe place, standing or sitting with feet on the ground</i> • <i>the number of people in the tower is reduced if necessary.</i> • <i>if the ringing room is already full, ask someone to stand by the door to prevent additional people entering until others have left the room</i> 			
Security of tower(s) or other locations	For towers: Non ringers gaining access to the bells and ropes - major injuries from accidentally pulling ropes or	<p><i>Leader to ensure that:</i></p> <ul style="list-style-type: none"> • <i>the church/building is secure as advised by the contact person</i> • <i>they are alert to unknown individuals</i> • <i>the tower/church and hall are secured appropriately on leaving, or that the person responsible for securing them is on the premises</i> 			

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?	Details, what, if any, further action is necessary?	Action by who?	Action by when?
	moving bells whilst up				
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	<p><i>Leader to find out:</i></p> <ul style="list-style-type: none"> • <i>if there is there automatic emergency lighting in place in the ringing room to enable the bells to be safely stood or lowered;</i> • <i>if there is automatic emergency lighting in place in the stairs/church body, to allow safe egress from the ringing room.</i> 			
Fire in building	All Serious injury/death.	<p><i>Leader to ensure that they:</i></p> <ul style="list-style-type: none"> • <i>locate fire exits</i> • <i>know location of any fire extinguisher in tower and tea/meeting venue(s)</i> • <i>follow any specific procedures as advised by the local Risk Assessment if provided</i> 			
Young people attending event	Young people	<p><i>Event organiser to ensure that:</i></p> <ul style="list-style-type: none"> • <i>safeguarding procedures are followed according to SCACR Safeguarding Policy and best practice</i> • <i>at least two DBS checked adults are present if under-18s are not accompanied by a responsible adult</i> • <i>emergency contact details for under 18s' are available, if not accompanied by a responsible adult</i> • <i>young people are collected by a parent at end of session (unless parent has allowed otherwise), unless accompanied by a responsible adult</i> 			

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?	Details, what, if any, further action is necessary?	Action by who?	Action by when?
Food poisoning at event involving catering	All	<i>Catering organiser to ensure that:</i> <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> 			
Scalding at catering event	All	<i>Specified persons handle hot water appliances following good practice.</i>			
Moving the furniture in tea/meeting venue	All Possible injury from poor manual handling technique or poorly stacked/stored furniture	<i>Leader of meeting/tea activities to ensure that they:</i> <ul style="list-style-type: none"> • <i>find out how tables, chairs etc should be left at the end of the event – do they need to be moved?</i> • <i>minimise movement of furniture</i> • <i>only ask suitable individuals to help move furniture (not e.g. elderly or frail people)</i> • <i>ensure that tables, chairs etc are stacked/stored safely at the end of the event</i> 			