

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

Outing Risk Assessment Sample: District Outing (for discussion and amendment)

Event description:	District Outing with Multiple Towers
Location:	Various
Date of event:	00/00/202?
Name of Outing Organiser:	Richard Neal

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.

INTRODUCTION

Where is the Outing taking place

When is it taking place

What is the purpose

Give a quick description of what will take place

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?
Unfamiliar locations precautions before the outing	All Various injuries	<i>When seeking permission to ring request the church risk assessment or tower risk assessment</i> <i>Have details of the local contact for emergencies</i> <i>Establish as far as possible in advance who will be attending the Outing including young ringers and that there are enough experienced and DBS checked ringers</i> ***	Include details of information gained on the itinerary including hazards and how these can be overcome.	Outing Organiser	Itinerary to be circulated to those who are attending the Outing at least 24 hours before the start

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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?
		<p><i>Itinerary to include if possible</i></p> <ol style="list-style-type: none"> 1. <i>Details of the access to the church the location of the entrance to the ringing chamber and identify any hazards such as steps</i> 2. <i>Toilet and welfare facilities</i> 3. <i>Parking</i> 4. <i>Whether there is another event on at the tower</i> 5. <i>The go of the bells</i> 6. <i>How will bells be found and how should they be left (Up or Down</i> 7. <i>Clock hammers Difficulties with the bells(Lack of Stays)</i> 			<p>Tower leaders to be provided with a copy of the itinerary</p>
<p>Accident</p>	<p>All Various</p>	<p><i>For the day</i></p> <ul style="list-style-type: none"> • <i>Have a mobile phone</i> • <i>Have What3app for emergency services Ca</i> • <i>Have a first aid box</i> • <i>Torch/Lantern</i> • <i>Be aware of any qualified First aiders who are in attendance</i> • <i>Have the post code</i> 	<p>Make sure that at all times during the outing equipment is available</p>	<p>Outing Organiser</p>	<p>For the start and until the finish</p>

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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?
Unfamiliar Locations	All injuries	<i>Have a copy of the itinerary</i> <i>If not already established find details of *** 1-7</i>	Have a copy of the itinerary and discuss matters with local representative at the tower	Tower Leader	On arrival at the tower
On a ringing related activity: Ringing ability of attendees is not known	Inexperienced ringers Possible accident and injury	<i>Find out the ringing abilities of all attendees.</i> <i>Ensure:</i> <ul style="list-style-type: none"> • <i>all inexperienced ringers are to be appropriately supervised</i> • <i>non-ringers are not permitted to ring</i> • <i>individuals are advised of risks and safety precautions i.e. keep feet firmly on floor, do not touch the ropes, stay seated/still during ringing.</i> • <i>experienced ringers are always present</i> 	Tower Leader to be proactive	Tower Leader	On arrival at the tower
Crowded ringing rooms	All Possible accident and injury	<i>Ensure that:</i> <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> 	Tower Leader to be proactive	Tower Leader	On arrival at the tower and while at the tower

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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?
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 moving bells whilst up	<p><i>Ensure that:</i></p> <ul style="list-style-type: none"> • <i>the church/building is secured as advised by the contact person on arrival and when leaving</i> • <i>Post a trusted individual at the entrance as required</i> • <i>Question unknown individuals</i> • <i>That the bells are not accessed unless specific permission has been given by the local contact</i> 	Tower Leader to be proactive	Tower Leader	While at the tower
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>Check if there is emergency lighting in place enabling the bells to be safely stood or lowered or if there is natural light</i></p>	If the room might be plunged into darkness have a lantern on while ringing takes place	Tower leader	While at the tower

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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?
Fire in building	Generally only one exit from the ringing chamber and down the tower stairs	<p><i>Ensure that:</i></p> <ul style="list-style-type: none"> • <i>No one smokes inside the building</i> • <i>locate fire exits and communicate muster points to all those attending</i> • <i>know location of any fire extinguisher in tower</i> • <i>Make sure extinguishers are only operated by those qualified to use them</i> • <i>follow any specific procedures as advised by the local contact or included in the Risk Assessment if provided</i> 	Establish before the start of ringing	Tower leader	On arrival at the tower
Mechanical failure of bell fittings or broken ropes	Ringers various injuries	<ul style="list-style-type: none"> • <i>Make sure there are no injuries</i> • <i>That the bells are not accessed unless specific permission has been given by the local contact</i> • <i>Do not start ringing again unless it is safe to do so</i> • <i>Safely leave the ringing chamber</i> • <i>Advise the local contact</i> 	Stop all ringing	Tower Leader	While at the tower

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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?
Transport – if arranged as communal	Users of transport Various injuries	<p><i>Ensure that:</i></p> <ul style="list-style-type: none"> • <i>the proposed transport is appropriate for users (disabled, elderly, youngsters...)</i> • <i>the transport has been maintained in a safe and usable condition</i> • <i>the driver is appropriately qualified and able, and will drive safely and within the law</i> • <i>the pick-up and drop-off locations, and consequential access to the event is safe</i> • <i>the driver will take responsibility for ensuring all users are in the vehicle before setting off</i> • <i>good practice as provided by safeguarding guidance is followed if individuals are providing private transport for under-18s</i> 		Outing Organiser	At least 24 hours before the start
Young people attending the outing	Young people	<p><i>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> 		Outing Organiser	To be checked and arranged before the Outing