

Sussex County Association of Change Ringers

SCACR

Outing Risk Assessment: Codgers Meeting

Event description:	Codgers Meeting with two Towers
Locations:	Washington St Mary 11.00 – 12.15 RH20 4AS W3W over.headboard.scared Contact: Mrs C Butterfield, 01903 872623 Storrington St Mary 14.15 – 15.30 RH20 4LT W3W swoop.library.eminent Contact: Mr A (John) Taylor, 01903 745477
Date of event:	4 th May 2022
Name of Outing Organiser:	Mike Foster

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

Normal Monthly Codgers meeting to take place on 4th May 2022
General ringing to suit the level of attendees.

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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>Unfamiliar locations precautions before the outing</p> <p>Entry to the church and tower.</p>	<p>All</p> <p>Various injuries</p>	<p><i>Church/Tower risk assessment not available.</i></p> <p>Contact details for emergencies: See locations above. No young or inexperienced ringers expected.</p> <p>Washington: 1. Church access: Level access via main door. 2. Toilet and welfare facilities: Access from within the church via kitchen. 3. Parking: In the road just before the church at an angle towards the wall. 4. Other event: nothing in the church. 5. The go of the bells: ok, rung regularly 6. Bells status: will be Down and to be left Down. 7. Clock hammers: No clock</p> <p>Storrington: 1. Church access: steps up to the church on 3 sides. Uneven access from Rectory Close (no steps). 2. Toilet and welfare facilities: 2 toilets off Main entrance. 3. Parking: There are limited parking spaces in two lay-bys and in the road outside the church or there is a pay and display car park opposite the church. (Cannot use Horsham district parking disc in the pay and display however you can use the disc in the library car park off North Street). 4. Other event: nothing in the church. 5. The go of the bells: ok, rung regularly 6. Bells status: will be Down and to be left Down. 7. Clock hammers: 3 hammers must be hooked on to wall catches before ringing. Release after ringing down.</p>	<p>Include details of information gained on the itinerary including hazards and how these can be overcome.</p>	<p>Outing Organiser</p>	<p>Itinerary to be circulated to those who are attending the Outing at least 24 hours before the start</p> <p>Tower leaders to be provided with a copy of the itinerary</p>

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		Ringers must wait to enter the belfry until either the Tower Captain arrives or Mike Foster.			
Accident	All Various	<i>For the day</i> <ul style="list-style-type: none"> • Have a mobile phone • Have What3app for emergency services Ca • Have a first aid box • Torch/Lantern • Be aware of any qualified First aiders who are in attendance • Have the post code 	Make sure that at all times during the outing equipment is available	Outing Organiser	For the start and until the finish
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"> • all inexperienced ringers are to be appropriately supervised • non-ringers are not permitted to ring • 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. • experienced ringers are always present 	Tower Leader to be proactive	Tower Leader	On arrival at the tower

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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
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	<i>Ensure that:</i> <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	<i>There is adequate natural light in both towers during the day.</i>	If the room might be plunged into darkness have a lantern on while ringing takes place (Not required)	Tower leader	While at the tower

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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> <i>All ringers to leave the church via the entrance used at the start.</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