

Cromer Bellringing - Ringing Risk Assessment - RA 3



Risk assessment relating to risks whilst ringing the Cromer Parish Church bells.

Name of Organisation	Cromer Bell Ringers	Assessment undertaken by	Cromer Bellringing Group
Address	Cromer Church, 65 Church Street, Cromer		
Postcode	NR27 9HH	Area assessed	Ringling Chamber and Tower Entrance
Date	14 th May 2021	Reviewed: April 2023	

Risk Details

IR = Infection Risk:

1 = perceived low risk. No action may be required 2 = perceived medium risk. Action recommended 3 = Perceived high risk. Action required

Hazards / Risks	Existing Controls	IR	Additional controls	Who	When	Done
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Church Access

All ringers must follow the instructions and guidance given in the Cromer Church Risk Assessment when entering the church.

Keys to enter church, ringing room, tower and toilet	Individual sets of keys are held by Tower Captain, Steeple Keeper and Group Administrator.	1	Keys are to remain in the care of the designated person.	Tower Captain, Steeple Keeper, Group Administrator	Practice nights &	14/05/21
Designated Key Holder	A set of keys may temporarily be transferred to another senior member of the Cromer Bellringers Group to cover the absence of the Tower Captain, Steeple Keeper or Group Administrator.	1	Keys are to remain in the care of the designated person until they can be returned to either the Tower Captain, Steeple Keeper or Group Administrator	Tower Captain, Steeple Keeper, Group Administrator, Senior Ringers		14/05/21

Outside Gate Combination Padlock	Combination padlock must be used to lock chain on outside gate to secure the church premises whilst ringing is taking place, outside of normal church opening hours. This is to prevent unauthorised access to the church.	1	Padlock combination is known to all full members of the Cromer Bellingringing Group, Churchwardens and Church Administrator	All Ringers	inging & visiting ringing groups	14/05/21
Contact Information	Mobile number to contact ringing room displayed on outside gate.	1		Tower Captain, Steeple Keeper, Group Administrator, Designated Key Holder		
Ringling Tower						
Authorised Access Only	Individual sets of keys are held by Tower Captain, Steeple Keeper, Group Administrator or Designated Key Holder	2	Access to the Ringling Tower and Bell Chamber is only allowed if accompanied by a keyholder	All Ringers	Accessing tower stairs	14/05/21
Climb to Ringling Chamber	All ringers/visitors are made aware of the climb required to access the ringling chamber	1				14/05/21
Trips or falls on stairs	All ringers/visitors are made aware of uneven steps and the need to take care when ascending and descending.	2	Report any new defects or dangers on stairs to church office or wardens.			14/05/21
Lighting	Maintained by Cromer Church	2	Report any lights that are not working to church office or wardens			14/05/21
Handrail - Metal	Maintained by Cromer Church	2	Report any defects to church office or wardens			14/05/21
Handrail - Rope	Maintained by Cromer Church	2	Report any defect to church office or wardens			14/05/21
Hands or fingers caught between rope handrail and wall	All ringers/visitors are advised not to place fingers or hands between rope rail and wall and be aware of other people climbing the stairs	1		All Ringers and		14/05/21

	All ringers/visitors are requested not to excessively pull on rope rail whilst ascending or descending stairs to avoid trapping other users hands or fingers	1		Visitors		14/05/21
Closing the Ringing Tower door at start and end of ringing	The last ringer to ascend the stairs will ensure that the tower door is closed when the church is open.	2	This will ensure that unauthorised access to the tower is not possible (NOTE: It has been agreed with the church that whilst ringers are in situ then access to the tower will be restricted to emergency personnel only)	All Ringers		14/05/21
	The Tower Captain, Steeple Keeper, Group Administrator or Designated Key Holder will ensure that all ringers/visitors have departed the tower before switching off lights and locking door	1		Tower Captain, Steeple Keeper, Group Administrator, Designated Key Holder		14/05/21

Ringling Chamber						
Entry to Ringing Room	Access to authorised keyholders only	2	Safety familiarisation session to be given to all authorised non-ringers prior to them accessing the Ringing Chamber for the first time.	Tower Captain, Steeple Keeper, Group Administrator, Churchwardens	Access to Ringing Chamber	14/05/21
	Ringling Chamber to always be locked when not in use to stop unauthorised access	2		All holders of keys to Ringing Chamber		14/05/21
Lighting	Maintained by Cromer Church	1	Report any defects to church office or wardens	All Ringers	Before or during ringing	14/05/21

Failure of lighting due to technical issue or power cut	Ringling may not commence if there is insufficient lighting.	1	Emergency Torch is located by entrance door. This must be checked that it is working every time there are ringers present in the Ringing Chamber. Report any defects to church office or wardens and do not return to ringling until fault is fixed	Tower Captain, Steeple Keeper, Group Administrator, Designated Key Holder	17/05/21
	If failure occurs whilst bells are being rung then the instruction to stand must be called by the Conductor immediately.	1			17/05/21
Slips, trips or falls	General housekeeping to take place at the start and end of each ringling session to ensure floor is kept clean and clear of obstructions.	1	All ringling boxes and ropes to be stored in the designated way.	All Ringers	14/05/21
	Any damage to carpet or ringling mats to be repaired or replaced as soon as possible.	1	Temporary repairs or removal of mats may take place if safe to do so.	Tower Captain, Steeple Keeper, Group Administrator	14/05/21
Falling through trapdoor	Remains closed during any ringling session unless it is being used for the purpose of emergency evacuation.	1		Tower Captain, Steeple Keeper, Group Administrator	14/05/21
Portable Electrical Equipment	PAT tested on a yearly basis	1	Church office or wardens to notify Tower Captain, Steeple Keeper and Group Administrator when PAT testing will take place	Church Office or Wardens	14/05/21
	Leads are inspected regularly and do not trail over walking areas when ringling chamber is occupied	1		Tower Captain, Steeple Keeper, Group Administrator	14/05/21
	Equipment is never left plugged in when chamber is unoccupied.	1			14/05/21
Structural Defects	Quinquennial Report completed	1	Any identified issues, that would endanger ringers to be notified to the Tower Captain, Steeple Keeper and Group Administrator	PCC, Church Office and Wardens	14/05/21

Roof Alarm	Providing security cover for roof of church and the responsibility of Cromer Church	2	Must remain plugged in at all times and must not be touched by any ringer.	All Ringers	17/05/21
Observation of new structural defects	Report to church wardens immediately.	3	Any concerns about the safety of ringing then this must not commence or must stop immediately	Tower Captain, Steeple Keeper, Group Administrator or Designated Key Holder	14/05/21
Fire	Fire extinguisher is located by entrance door,	3	This is checked annual and is arrange by the church.	All ringers are aware of location	14/05/21
	Main and Emergency doorways to be clear of any obstructions.	3	Emergency doorways to be checked monthly to ensure they can be opened.	Tower Captain, Steeple Keeper, Group Administrator or Designated Key Holder	14/05/21
Fire - General Storage	Ringling paraphernalia, including registers, teaching aids, reference publications, spare ropes, mats and stays are safely stored to reduce the risk of fire	3	Bellringers to source a suitable cupboard	Tower Captain, Steeple Keeper, Group Administrator	14/05/21
Fire - Electrical Fittings	Inspected as part of the churches 5 year electrical testing certificate	1	Damage to any electrical cabling or points to be notified to church office or wardens	PCC, Tower Captain, Steeple Keeper, Group Administrator	14/05/21
Fire - Portable Electrical Equipment	PAT Tested annually and checked regularly before being used	1		Tower Captain, Steeple Keeper, Group Administrator	
Fire - Naked Flames	Avoid the use of naked flames	2		All ringers and visitors	

Egress from Ringing Chamber	<p>Prior to leaving the following checks take place:</p> <ul style="list-style-type: none"> • bell ropes are stowed • bell warning notices are in place, if required • portable electrical equipment has been turned off and unplugged • all lights have been turned off • lock door and check • ensure the clock hammer is back on 	2		Tower Captain, Steeple Keeper, Group Administrator	Leaving the Ringing Chamber	
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Emergency Evacuation

There is no Fire/Emergency Evacuation Alarm in the Ringing Tower - The following must be read by all ringers

Notification of an Emergency.	<p>In the event of a fire or other emergency a churchwarden or their designate will call one of the following emergency numbers:</p> <ul style="list-style-type: none"> • Tower Captain Mobile • Steeple Keeper Mobile • Group Administrator Mobile • Visiting Group Leader Mobile 	2	There must be at least one designated emergency contact mobile, fully charged, with volume up and in view of the ringers at all time. Entrance to the Ringing Tower may not progress if an emergency contact mobile is not available	All ringers		17/05/21
First Emergency Exit	Ringers should, where possible descend the stairs, and exit via the church lounge, going left through the back vestry and out of the rear doors.	2	Ringers, on reaching the lounge, should follow any directions given to them by a church official as they may be required to exit via an alternative route.	All ringers		17/05/21

Alternative Emergency Exit - Top of Tower - if unable to descend the stairs - if safe to do so	One designated ringer should break the glass on the Emergency Box and take out the codes for the padlocks that are in place on the top door.	2	All ringers to make their way to the top of the tower, exit through the top door and await the arrival of emergency services	All ringers	At all times when ringers are present in the Ringing Tower, Room or Belfry	17/05/21
	One designated ringer should take the emergency torch.			All ringers		17/05/21
Alternative Emergency Exit - Exit doors to top of nave - if safe to do so	Use one of the exit doors to the top of the nave. Descend the stairs carefully and exit through bottom door.	2	Carefully make way along parapet to far end of nave and await emergency services	All ringers		17/05/21
Fire in Ringing Room	If possible, all ringers should exit through main door and make their way down the tower steps.	2	The last ringer out of the ringing room must close the door as they leave, it is safe to do so.	All ringers		17/05/21
	If unable to exit through main door then use exit to the top of the nave	2		All ringers		17/05/21
	One of the designated emergency contacts must call 999 and ask for the Fire Bridge	2	If more than one designated emergency contact is present in the Ringing Tower then these calls should be made simultaneously. If there is only one designated emergency contact then they ask another ringer to call the emergency services while they contact the churchwarden.	All ringers		17/05/21
	One of the designated emergency contacts must call a churchwarden and inform them there is a fire in the ringing room	2		All ringers		17/05/21
	The first ringer to the church lounge must immediately inform a church warden of the fire.	2	This is to ensure that the church warden is aware of the emergency, in case the designated emergency contact has been unable to reach them.	All ringers		17/05/21

Fire Extinguisher	This should only be used by a ringer who is familiar with how to operate it and only if safe to do so. The ringer must not put their own life in danger. Last person out should close the door.	2	The person using the extinguisher must ensure that they are able to exit safely from the ringing room once the extinguisher has run out in case the fire has not been put out.	All ringers		17/05/21
		2	Maybe used to give time for ringers to make their way safely out of the ringing room.	All ringers		17/05/21
		2	If the fire is extinguished, ringers must still evacuate the ringing tower and the church warden notified. The church warden will then decide on the appropriate way forward	All ringers		17/05/21

Ringling						
First Aid Kit and Accident Book	The first aid kit and accident book are located on the bench seat by the entrance door	2	Accident book must be completed for all accidents. Serious accidents must be reported to the church office or warden	Tower Captain, Steeple Keeper, Group Administrator, Designated Key Holder	In the Ringing Chamber	17/05/21
Emergency Contact Information	This is detailed on the Fire Action Poster located by the entrance door	1		Tower Captain, Steeple Keeper, Group Administrator,		17/05/21

Non-Ringing Visitors	<p>Following advice is given:</p> <ul style="list-style-type: none"> • Do not go near or touch any ropes • Remain seated and quiet when ringing is taking place • Put mobile phones on silent • Check with ringers prior to taking any photos or videos 	1		Tower Captain, Steeple Keeper, Group Administrator, Designated Key Holder	14/05/21
Visiting Ringers	<p>Following advice is given:</p> <ul style="list-style-type: none"> • Normal ringing tower etiquette is expected • Put mobile phones on silent • Check with ringers prior to taking any photos or videos 	1		Tower Captain, Steeple Keeper, Group Administrator, Designated Key Holder	14/05/21
Dis-engaging and engaging clock hammer	Qualified Cromer Bellringing Group member only to be responsible for clock hammer	1		Cromer Bellringing Group Members only	14/05/21
Being hit by spider or ropes as spider is lowered or raised	Ringer lowering or raising spider lets everyone in the ringing chamber know they are about to do this so anyone at risk can move out of the danger zone.	1		All Ringers	14/05/21
Removal and replacement of ropes from spider	Ropes must be removed and replaced from spider by qualified ringer(s). If being removed they must be tied securely to stop them trailing on the floor	1		All Ringers	14/05/21
Getting caught in moving ropes	Remove or secure any loose clothing, such as ties, scarves, tassels and tie back long hair before starting to ring.	1		All Ringers	14/05/21
	Keep feet securely on floor	1		All Ringers	14/05/21
Ropes breaking	Ringer to step back and move away from flailing rope until the rope has stopped moving.	2	Tower Captain and/or Steeple Keeper to carry out inspection of rope and if required bell, before any further ringing can	All Ringers	14/05/21

	All ringers to stand the bell they are ringing and move away from the danger zone until rope has stopped moving	2	Before any further ringing can take place.	All Ringers	14/05/21
	Broken rope is repaired or made safe until repair can be carried out.	2	Ringling can continue if safe to do so.	Tower Captain and Steeple Keeper	14/05/21
	Ropes are checked regularly as part of the tower maintenance and mats are positioned on floor to minimise wear on tail ends	1			14/05/21
Stay breaking	Ringer who experiences stay breaking to let go of rope and move away from the danger zone until rope has stopped moving.	2	Tower Captain and/or Steeple Keeper to carry out inspection of bells before any further ringing can take place.	All Ringers	14/05/21
	All ringers to stand the bell they are ringing. If safe to do so, hold onto the tail end of your bell rope and move yourself and the bell rope away from the danger area . This is to prevent bell ropes from wrapping round each other and pulling a bell off the standing position. Keep hold of your bell rope and in the safe area until all loose bell ropes have stopped moving.	2			14/05/21
	If a ringer cannot hold onto the tail end of their bell rope because they are inexperienced and/or they are in danger area then the ringer should let go of the bell rope completely and move to a safe position.	2			14/05/21
	Once a bell rope has been let go the ringer must not try and catch or retrieve it in any way.	2			14/05/21
	No bell ropes must be touched by any ringer unless instructed to do so by the Tower Captain or Steeple Keeper	2			14/05/21

	Broken stay is replaced or bell is marked out of action until repair can be carried out	2	Ringling can continue if Tower Captain and/or Steeple Keeper are satisfied that it is safe to do so.	Tower Captain and Steeple Keeper		14/05/21
	Stays are checked regularly as part of the tower maintenance	1				14/05/21
Bells being left in the up position	When bells are left in the up position then a notice to this effect must be placed at the entrance of the Ringing Room so it is seen by anyone entering the room.	2	Ringling room can only be accessed by authorised keyholders	All ringers		14/05/21

Clock Mechanism						
Winding of the clock mechanism	This will only be carried out by a trained person approved by the PCC	2	Winding of the clock will not take place when bellringers are in the ringing room	Tower Captain, Steeple Keeper, PCC, Church Wardens.	In the Ringing Chamber	14/05/21
Repair and/or maintenance to clock mechanism	This will only be carried out by professionals engaged by the PCC	2	Repair and/or maintenance will not take place whilst bellringers are in the ringing room.	Tower Captain, Steeple Keeper, PCC, Church Wardens		14/05/21
			Bells must be down whilst repairs and maintenance is being carried out			14/05/21
Damage to clock mechanism	All ringers and visitors will be instructed not to touch the clock mechanism	2	If any damage is noticed whilst ringers are present in the ringing chamber this will be reported, or as soon as possible, to the church office or wardens.	All ringers		14/05/21

Belfry (Bell Chamber)						
First Aid Kit	The first aid kit is located on the ringing chamber table.	2	Accident book in the Ringing Room must be completed for all accidents. Serious accidents must be reported to the church office or warden	Tower Captain, Steeple Keeper, Group Administrator, Designated Key Holder	Belfry/ Bell Chamber	14/05/21
Access to Belfry	Access is restricted to authorised personnel only.	2	Belfry door is locked and key is restricted to those who have keys to the Ringing Chamber	Authorised keyholders		14/05/21
			Authorised personnel must be fully aware of the risks of the Belfry and been accessed as competent in them.	Tower Captain and Steeple Keeper		14/05/21
			Any visitors to the Belfry must be accompanied by an authorised person	All ringers and visitors		14/05/21
			Anyone entering the belfry should wear ear defenders	All ringers and visitors		14/05/21
Bell Position	Bells must be lowered before any access to the belfry is allowed	2	If it is necessary for bells to be in the up position for the purpose of repair or maintenance then a separate risk assessment will be carried out.	Authorised personnel	14/05/21	
Lone working	This is not permitted under any circumstances	2	Any work in the Belfry to be completed in pairs with both personnel having access to their mobile phones.		14/05/21	

Failure of lighting due to technical issue or power cut	Emergency torch is located by the entrance door. The torch must be checked every time there is someone in the belfry.	2	Only emergency work can be carried out during the hours of darkness. All other work to be carried out during daylight hours			14/05/21
Slips, trips or falls	General housekeeping is carried out on a regularly basis to ensure area is kept clean and clear of obstructions.	2	Area is cleared of any debris at the when any maintenance or repairs are carried out			14/05/21
Bell up wrong and clapper needs to be moved manually	This must only be carried out by two experienced ringers, one of which must be either the Tower Captain or Steeple Keeper.	2	One ringer must hold the bell wheel securely whilst the second should move the clapper	All ringers and visitors		14/05/21
	If the Tower Captain or Steeple Keeper are unavailable, then the bell must be rung down and up again by an experienced ringer.	2	If this does not resolve the issue then the bell should be rung down and the problem reported to the Tower Captain or Steeple Keeper. The bell must not be used until it has been checked and cleared by the Tower Captain or Steeple Keeper.	All ringers and visitors		14/05/21

Teaching						
New or inexperienced ringers that require supervision	Teaching will be carried out in line with the Central Council of Church Bell Ringers (CCBR) guidelines	2	Teaching will only take place in the presence of the Tower Captain or a suitably qualified designated person	All ringers		14/05/21
Practice Evenings and/or Training Days	Will only take place in the presence of the Tower Captain or a suitably qualified designated person	1		All ringers		14/05/21