Health and Safety for

Surrey Association Ringing Events

The Surrey Association recognises the importance of health and safety and publishes this document to promote best practice and work towards a safer environment for the improvement and enjoyment of bell ringing for everyone.

Scope

This document applies to all ringing activities that the Association is responsible for the management and organisation of. This may include ringing at organised meetings and events, business meetings, social activities, training sessions and outings. It does not cover activities of members, not carried out under the management and organisation of the association. It may also be used by individual towers when organising their own ringing events.

The document consists of:

- An outline of the General Policy and responsibilities of the Association with respect to Health and Safety at ringing events
- Guidance for organisers on running a safe event
- A Generic Risk Assessment for Surrey Association Ringing Events.

General Policy and Responsibilities

1. All officers and members of the association are required to take seriously the risks of damage and injury and to take personal responsibility for health and safety whenever engaged in activities related to ringing and to take reasonable steps to reduce such risks by behaving responsibly and taking sensible precautions.

2. The General Committee of the Association has an oversight role for health and safety policy within the Association. Health and safety issues are reviewed by the General Committee regularly at its meetings and it may revise and reissue these guidelines when required.

3. The Surrey Association endorses the advice and information provided by the Tower Stewardship Committee of the Central Council of Church Bell Ringers (CCCBR) on health and safety for bell ringers. We recommend all members, and particularly those leading bands or organising events, familiarise themselves with this information and keep themselves informed on all aspects of good tower stewardship. https://cccbr.org.uk/services/tower-stewardship/

4. The church authorities have legal responsibility for health and safety on their premises. Event organisers should ensure church officers are aware of any events we hold on their premises and ensure the health and safety policies and procedures of the church are respected and adhered to.

5. Whenever an incident occurs that could result in more than minor injury, or have the potential to cause harm or injury to any persons (ringers or others), the General Committee should be informed via the general secretary (gensec@surreybellringers.org.uk).

Guidance on running a safe event

Health and safety should be a primary concern when organising any Surrey Association event and an event organiser is required to take sensible precautions to reduce the risk of personal injury or harm occurring.

The following guidelines are provided to help organisers minimise risks at ringing events:

- Ensure participants are provided with clear details of the time and location of the event, what to expect when they arrive and any additional information about parking, local facilities and access restrictions.

- On arrival at the location be mindful of health and safety considerations. Access to the tower should be safe and well lit and the state of the bells established before ringing starts. Identify the location of emergency exits, fire fighting equipment and a first aid kit and also check the availability of a mobile phone signal.

- Designate a competent person to be ringing master and ask them to supervise and direct all ringing activities.

- Keep a register of people attending the event.

- Ensure you have emergency contact details for the venue (ie. the tower captain, church warden or vicar).

- Ensure that you have a means to contact the emergency services if necessary and can tell them the street name and post code of your location.

- Where learners or inexperienced ringers are expected to attend an event ensure that there are sufficient experienced people present to supervise them.

- Do not allow overcrowding in the ringing chamber or permit people to obstruct ropes, climb on ladders or congregate in unsafe or insecure areas.

- Ensure everyone leaves the event safely. Take care to ensure no one is left stranded or alone after an event especially when the location is remote or it finishes in the late evening.

- Plan for the worst case. Ask yourself "what would we do if……..". The attached risk assessment form will help you organise and record the decisions and actions you've taken to manage risk.

- Be prepared to record details of any incidents and injuries, taking photos where appropriate.

- When those aged under 18 are attending Surrey Association events the guidance provided by the Surrey Association with respect to child protection should be followed: http://wiki.surreybellringers.org.uk/stewardship/child-protection

Generic Risk Assessment for Surrey Association Ringing Events

Activity: Association Ringing Events
Location: Ringing Rooms, Towers and Churches
Time/frequency: As arranged
Date of risk assessment: November 2017
Name of leader with responsibility for organising the event: To be advised

Surrey Association Ringing Health and Safety Policy:
To ensure that Association ringing and ringing events are appropriately organised, and are undertaken in a safe manner.

What are the hazards?	Who might be harmed and how?	What needs to be done?	Do you need to do anything else to manage this risk – specific to event? (Eliminate, Manage, Protect)	Action by whom?
Unfamiliar locations	All Various injuries	Event organiser to: • Obtain details of towers – particular hazards, difficult access, toilet and welfare facilities, parking... • Know emergency / tower contacts • Know tower access/ exit details, bells up/down, clock hammers, lights, heating.... • Know if the there are any difficulties with the bells • Know if there are any other activities on at the church at the same time • Designate a Tower leader for each tower • Circulate details of event including any particular known hazards		
Ringing ability of attendees is not known	All Various injuries	Tower leader to ensure: • They are aware of the ringing abilities of all attendees. • All inexperienced ringers are to be appropriately supervised		
Crowded ringing rooms	All. Moving ropes Various injuries	Tower leader to ensure: • The ringing can be undertaken safely and those not ringing are also safe. • Attendees to be move to a safe place, standing or sitting with feet on the ground • Reduce number of people in the tower.		

What are the hazards?	Who might be harmed and how?	What needs to be done?	Do you need to do anything else to manage this risk – specific to event? (Eliminate, Manage, Protect)	Action by whom?
Unfamiliar locations - security	Church Damage and theft	Event organiser / tower leader to ensure: • The church is secure as advised by the tower contact • Post an attendee at the entrance as required • Question unknown individuals • Tower/church is secured appropriately on leaving as per instructions		
Non ringers and inexperienced ringers are in attendance	All Various injuries	Tower leader to ensure: • All inexperienced ringers are to be appropriately supervised • Non ringers are not permitted to ring • Individuals are advised of risks and safety precautions ie keep feet firmly on floor, do not touch the ropes, stay seated/still during ringing. • An experienced ringer shall always be present.		
Ringing injuries	All. Any injuries are untreated	Event organiser to: • Obtain details of welfare facilities • Know location of local hospital facilities • Bring First Aid kit as required • Know if any first aiders are in attendance		
Access to bells	All Various injuries	Event organiser / tower leader to ensure: • Access to bells shall not be permitted unless specific permission is provided by the tower contact		
Ringing Room balconies	Falling by all, in particular young visitors. Serious injury/death.	Tower leader to ensure: • Ensure all are advised of risk, in particular young visitors. • Ensure that no-one leans over the balcony.		
Fire in church	Generally only exit from ringing room is down the tower stairs. Serious injury/death.	Event organiser / tower leader to ensure: • Ensure there is absolutely smoking inside • Know location of any fire extinguisher in tower.		
Mechanical failure of bell fittings or broken ropes.	Ringers Various injuries	Tower leader to ensure: • Ringing to be stopped and the tower contact shall be advised		
Lighting failure whilst ringing, if dark or dim	All. Injury due to not being able to see to handle rope.	Tower leader to ensure: • Bells are stood immediately		

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What are the hazards?	Who might be harmed and how?	What needs to be done?	Do you need to do anything else to manage this risk – specific to event? (Eliminate, Manage, Protect)	Action by whom?
Care of young people in ringing room	Under 18s.	Event organiser to ensure: • At least two DBS checked adults are present • Emergency contact of <18 details are available.		
Care of young people at end of event	Under18s.	Event organiser / tower leader to ensure: • Young people are collected by a parent at end of session, unless parent has allowed otherwise.		
Communal transport	Users of transport Various injuries	Event organiser to ensure: • Transport is appropriate for users (disabled, elderly, youngsters...) • Transport has been maintained in a safe and usable condition • The driver is appropriately qualified and able, and will drive safely and within the law • Pick-up and drop-off locations, and consequential access to the event is safe • The driver will take responsibility for ensuring all users are in the vehicle before setting off		
Other Hazards Specific to event and location?	**TBD**	Event organiser / tower leader to ensure: • **TBD**		

Event organiser: Person responsible for organising the whole event
Tower Leader: Ringer responsible for running the ringing at a particular tower
Tower Contact: Local person contacted by the organiser to agree the ringing at the tower and / or to be contacted during the ringing at the tower