

What are the hazards?	Who might be harmed and how?	What is already being done?	What further action is necessary?	Action by who?	Action by When?	Date complete
Security of the belfry						
	Non ringers gaining access to the bells, moving bells whilst up.	Outside tower door Padlocked and keys held only by tower captain and Deputy Tower Captain (Warden). Keys may be loaned at the Tower Captains discretion to Members of the ringing band on a short term basis if they are undertaking maintenance.	Training to be given to Wardens/PCC to ensure they understand the reasons why non ringers must not be allowed up the tower without prior agreement from the Tower Captain or Deputy. Tower captain/Steeplekeeper must ensure anyone entering the Tower is sufficiently aware of the hazards and is fit to undertake the required task.	Tower Captain Steeplekeeper	As Required	
Access to Belfry						
Falling down spiral stairs	Steeple keeper and other maintenance personnel could fall and suffer serious injuries	Anyone who needs to climb the stairs must be aware that the front of the wooden treads are badly worn and rounded and some treads are cracked and may move.	The Church Architect has looked at the treads and says they are safe but caution is still advised.	Tower Captain	As Required	
Condition of lighting	Anyone working in the Belfry	Lights are checked regularly	Steeplekeeper to inform Tower Captain/PCC if anything fails	Steeplekeeper	6 montly check	
Handrail rope	Anyone working in the Belfry	Rope is checked regularly	Steeplekeeper to inform Tower Captain/PCC if anything fails.	Steeplekeeper	6 montly check	
Installing New Rope			If required the rope should be replaced.	Steeplekeeper and ringers		

Belfry						
Getting caught up with moving bells, wheels etc	All personnel - could result in multiple injuries or even fatalities	Access door is locked and keys controlled by <u>Tower Captain</u> . Area only to be accessed when bells are down	Tower Captain must be informed before anyone granted access to the belfry	Tower captain/ steeplekeeper		
Falling from frame into pit whilst carrying out maintenance, muffling bells etc	Steeplekeeper, other ringers and visiting bell hangers.	Avoid accessing area via frame as far as practical. Always use the built in ladders when attending to the Treble and Second on the upper deck.	Ensure steeple keeper and assisting bellringers are fit enough and trained for the task or obtain suitable assistance. Use additional 'crawling boards' and ladder where appropriate or for longer duration work.	Tower captain/ steeplekeeper		
Falling from wooden ladder	All personnel - could result in multiple injuries or even fatalities	The belfry ladder is wooden and very old. It should not be used unless really necessary	The PCC need to address the issue and get the ladder replaced.	Tower Captain & PCC	ASAP	
Noise from ringing bells	Noise could cause permanent hearing damage Noise could cause imbalance and subsequent falls into moving bells	Access door is locked and keys controlled by Tower Captain. Area only to be accessed when bells are down Access door is locked and keys controlled by Tower Captain. Area only to be accessed when bells are down		Tower captain/ steeplekeeper		
Poor lighting	Poor lighting could lead to all sorts of accidents	Powerful strip lights provide adequate lighting				
Trap door to tower roof	The trap door is covered in lead and is very heavy, great care must be taken not to over strain and cause injury	Roof access is rarely needed and should be avoided if possible. <u>N.B. The roof alarm must be disabled before attempting to open the hatch.</u>	Ensure anyone needing to open the hatch is strong enough and has been warned about the weight.	Tower captain/ steeplekeeper		

Lone working						
	Any accident involving anyone working on their own could result in any injuries becoming significantly worse through lack of immediate attention	Lone working is not permitted under any circumstances, while carrying out any form of maintenance.	However Taylors & Smiths employees have their own lone working policy and will often arrive at the site unaccompanied	Tower Captain		
Structural defects generally						
	Structural defects could affect anyone in the tower, but especially those carrying out maintenance in areas not normally accessed, resulting in major injuries	Steeplekeeper and ringers must be made aware of any defects identified in the Quinquennial Report that could affect them.	Copies of other surveys and reports to be obtained. Structural defects to be remedied as soon as practical.	Wardens/PCC		
Fire						
General storage area under the tower by west door must not contain combustible materials	Fire breaking out could trap ringers and others in the tower causing serious injuries/loss of life	Church Towers act as chimneys in cases of fire and the fire spreads rapidly upwards due to the rope holes in each floor.	All combustible materials to be removed from Clock Chamber, Ringing Chamber and Base of Tower.	PCC & Ringers		
Portable electrical equipment is a potential source of fire	Fire breaking out could trap ringers and others in the tower causing serious injuries/loss of life	All electrical equipment is PAT tested	Steeple keeper to ensure cables etc are kept free from potential damage as part of monthly checks	Steeplekeeper		
Name of Assessor:	<i>Chris Hartley</i>		Steeple Keeper	23/01/2024		
Signed off by:	<i>Mary Hartley</i>		Tower Captain	13/01/2024		
Date of next review	23/01/2025					