


Teaching ringing at Holy Trinity Darlington by the Durham & Newcastle Diocesan Association of Church Bell Ringers

RISK ASSESSMENT

Name of Risk Assessment:	Teaching centre risk assessment
Location:	Holy Trinity Church, Darlington
Date of Assessment:	November 2021
Undertaken by:	Chris Enzor
List all people involved in the activity being assessed:	Teachers of ringing, and those being taught to ring
This Risk Assessment, including any recommended additional control measures, has been prepared by Chris Enzor.	
Signed: 	Date: November 2021
Position: Teaching centre organiser	
Next Review Date:	November 2022
<p><i>NOTE</i> <i>If significant changes are made to any key elements identified in this assessment that would affect its validity, then the Risk Assessment must be reviewed as soon as practicable after the changes are made.</i></p> <p><i>This risk assessment does not apply to any teaching or bell maintenance carried out by members of the Holy Trinity band in their own right</i></p>	

Element Ref No	Key Element Description	Hazards Identified	Existing Control Measures	Further risk reduction needed? Yes/No
1	Safeguarding	Abuse of children and/or vulnerable adults. As ringing is done away from the main part of the church building, it provides opportunity for those who wish to abuse others.	Safeguarding procedures set up and adhered to; Procedures reviewed every 12 months to ensure up to date; See separate safeguarding document	No
2	Physical risks – ringing room	<p>Being caught in a rope and carried up off the floor, or injury to limbs from being entangled</p> <p>Burns to hand if stay breaks and rope travels up very quickly</p> <p>Being hit by rope on out of control bell</p> <p>Being hit/caught by a broken rope</p> <p>Inexperienced trainees or observers pulling on a bell which is up</p>	<p>Safety will be a prime feature. All teachers will give a safety briefing to trainees, and will practice safe teaching methods such as 'let go', and will reinforce until embedded with each trainee. Teachers are ART accredited or working towards ART accreditation and working under the guidance of an ART accredited teacher.</p> <p>Teachers will supervise all trainees closely and correct overpulling (potential cause of damage to stays)</p> <p>Trainees will be shown how to check safely whether a bell is up or down and will practise this regularly</p> <p>All teachers will be either experienced or trained in how safely to bring a flailing rope under control.</p>	No

			<p>Trainees will be allocated a bell which is appropriate to their stature. If a box is used by a teacher or trainee then feet should not hang over the edges.</p> <p>All observers will be instructed in key safety procedures such as feet to be kept on floor, do not touch the ropes etc.</p> <p>Aspiring teachers will attend the Association of Ringing Teachers teaching bell handling course and will be supervised and mentored.</p> <p>Any adverse incidents to be recorded.</p> <p>Worn out ropes have recently been replaced. Ropes to be checked regularly for excessive wear.</p> <p>Stays to be checked monthly for signs of damage.</p> <p>Ringling room locked except when teacher(s) present.</p>	
3	Other Risks – Ringing Room	Someone else entering the ringing room during ringing when there is a teacher or trainee ringing the 3 rd bell	Notice placed on door to say ‘ringing in progress, please knock’	No
4	Bell chamber risks	<p>Injury from moving bells</p> <p>Slips, trips and falls in the bell chamber when accessing the bells, eg to muffle them or undertake maintenance</p> <p>Head injury from the clock case</p>	<p>Door to clock room (which gives access to bell chamber) to be locked to prevent access when bells are ringing.</p> <p>Bell chamber only to be accessed when bells in down position other than for observing a bell being rung, and then safe distance to be ensured and only one bell to be rung otherwise there should be no ringing when any persons are in the bell chamber.</p>	Yes – see below

			<p>If observation is being completed of a bell being rung then a noise briefing should take place / ear plugs / ear defenders should be used or the bell is muffled. Any rung bell should be the 5th or 6th (furthest from the door to bell chamber)</p> <p>Access to the bell chamber restricted to teachers. Trainees may only access bell chamber when accompanied by a teacher.</p> <p>When accessing bell chamber, one person must have a mobile phone with them</p> <p>Bells to be accessed only when 2 or more people are present. At least one person should remain in the ringing room in case anyone comes into the ringing room (or a clear note should be on display to state that there are people in the bell chamber)</p> <p>First aid kit to be kept and checked annually to ensure up to date/in date</p> <p>Constant reminders to 'duck' when passing the clock.</p>	
5	Fire safety (including that any portable equipment that might be a fire source)	Being trapped in the ringing room if fire breaks out in church	<p>Teachers to ensure all present know how to leave the church by the main door quickly.</p> <p>If fire prevents egress from the door at the bottom of the staircase, bells to be rung down quickly, doors closed but not locked and all present to go to the tower roof.</p> <p>At least one person in the tower should have a mobile phone so that emergency services can be called.</p> <p>Portable equipment should be PAT tested</p>	No

			There must be NO smoking anywhere in the church which includes the ringing room, clock room , bell chamber.	
6	Light failure	Trips and falls. If dark and the lights fail, the ringing room and stairs will be dark	<p>Ringling to stop if lights fail.</p> <p>Mobile phones invariably have a torch facility and should be used. Bells to be rung down and leave tower.</p>	No
7	COVID	Spread of COVID-19	<p>Teachers/trainees should not attend if they show symptoms of COVID-19 or have tested positive</p> <p>Teachers/trainees are advised to take a lateral flow test prior to coming to ringing</p> <p>Teacher/trainees should inform Chris Enzor if they develop symptoms / test positive within 10 days of attending</p> <p>Ringling room should be well ventilated – window open and door left ajar</p> <p>Good hand hygiene is encouraged (e.g. wash with soap and water / use hand sanitiser with >70% alcohol content). Sanitiser is available in the ringing room</p> <p>Government guidelines followed and further restrictions may be imposed to reduce risk if the guidance changes.</p> <p>Maximum of 8 people to be in the ringing room at any one time.</p>	

Element Ref No	Further Controls Required	Date Completed	Residual Risk (H/M/L)
4	Bell chamber - access on to the steps leading to the bell frame is slightly tricky as there is no available hand hold to steady oneself when getting on to the steps to come down. A suitably positioned grab rail would reduce the risk of falls. (Discussed with Philip Park 2.11.21)		