

## Risk Assessment

People borrowing the equipment may be asked for a risk assessment for use of the equipment.

The following risk assessment was carried out for use with the Sixbel at Lincoln Cathedral for the Church Schools' Festival. This could be copied and adapted for other use.

## Risk Assessment Form

### Risk Analysis

This form has been completed by the Susan Faull (Guild Ringing Master) on behalf of the Lincoln Diocesan Guild of Church Bellringers. The purpose of this assessment is to identify areas of risk and to propose action that will reduce risk.

Name of Organisation.....Lincoln Diocesan Guild of Church Bellringers

Place to be visited: <p style="text-align: center;">Lincoln Cathedral</p>		
Date of proposed Visit 2 <sup>nd</sup> June – 16 <sup>th</sup> June 2007	Date of Assessment 20 <sup>th</sup> May 2007	Assessment review date:
Overall nature of the activity/risk situation EDUCATIONAL AND PRACTICAL ACTIVITY INCLUDING LEARNING HOW TO RING A SIMULATOR BELL Visit is low risk for the Pupils, with a slightly higher risk of muscle strain or falls for the people assembling / disassembling the simulator structure.		
Name of Party Leader Susan Faull	Qualifications for activity Many years experience of teaching bellringing. PGCE, MEd	

List the potential significant hazards (Activity/Situation/Hazard)	List the groups of people who are especially at risk	Action Required
Trips and banging head on framework	Volunteers & Pupils	Attention drawn to care needed when walking around tower structure.
Electricity supply to computer	Volunteers & Pupils	Cable leads secured No mains power to “bell”
Trapping hazards from moveable parts	Volunteers & Pupils	No moving parts within reach. Only authorised person allowed to climb tower structure.
Catching fingers/arm in moving rope	Pupils	One to one training by competent ringer. Clear instructions given and modelled by trained ringer. “Bell” is very light so little danger of injury.
Injury from falling parts eg nuts or bolts	Volunteers and Pupils	Structure checked at start of day by competent ringer.
		<u>General:</u> initial safety talks on arrival. High Adult/ Pupil ratio to allow close supervision to ensure appropriate behaviour. First aid available at all times in the Cathedral. Suitability for any pupils with SEN or medical needs, to be assessed by the Party Leader at start of workshop. Information coming from member of visiting school staff. Ongoing risk assessments to be made throughout the visit by staff.
Injuries from unauthorised use of the simulator by other visitors to the Cathedral	Visitors	Ropes left out of reach and the “steps” removed from the structure whilst not in use.
<u>Injuries during assembly / disassembly</u>		
Falls from the structure	Volunteer bellringers	Only trained competent persons authorised to climb the structure and then only for safety checks, to immobilise the “bells” or during assembly / disassembly

<p>Back strain</p> <p>Injury from falling nuts, bolts or tools</p>	<p>Volunteer bellringers</p> <p>Volunteer bellringers</p>	<p>Use of “wheels” when transporting heavy parts to the transport. Care to bend knees when lifting.</p> <p>“On the job” training given to people involved in the erection of the structure. Experienced assembler overseeing the work. Awareness of people working above or below, don’t stand beneath someone.</p> <p>General point Tower structure designed by engineer to ensure max safety but ease of assembly.</p>
<p>Names of person with special needs or disabilities or those requiring medication</p> <p>Arrangements for these members of the group Alternative activity available - handbells will be used.</p>		
<p>List existing controls e.g. supervision levels, visits guidelines, exploratory visit, AALA licence, National Governing Body qualifications etc.</p> <p>Minimum of 5 experienced bellringers for the group of 12 children.</p>		
<p>Detail how you will continually monitor the significant hazards throughout the visit : Group Leader &amp; Supervisors to make “ongoing” risk assessments.</p> <p>High Adult/Pupil ratio will allow Volunteer bellringers to watch for behaviour likely to cause a hazard.</p>		
<p>Signature of Party Leader</p>      <p>Date</p>	<p>Signature of Responsible Person approving the Action Plan</p>      <p>Date</p>	

**ALL ADULT SUPERVISORS WILL BE BRIEFED ON THE RISK ASSESSMENTS**  
**RISK ASSESSMENT AVAILABLE FOR SCHOOL STAFF TO VIEW**