



Worcester Cathedral
Guild of Bellringers



WORCESTER
CATHEDRAL

Safety in the Bell Tower.

Documents:

- SP01 Safety Policy
- SP02 Authorisation to carry out Routine or Minor Maintenance
- SP03 Definition of Major Works
- SP04 Definition of Routine or Minor Maintenance
- SP05 Special Permit to Work in Bell Tower
- SP06 General Permit to Work
- SP07 Register of Workers on Site
- SP08 Hot Work Permit
- SP09 Special Authority to Work Alone and/or Unsupervised
- SP10 Tower Risk Assessment
- Maps Teaching Centre and Ringing Room



Safety in the Bell Tower.

The Cathedral's safety policy with respect to persons visiting, working and ringing bells in the Tower.

- 1 Safety in the Cathedral Tower will be observed at all times and will be fully in accordance with the General Safety Policy of the Cathedral as endorsed by the Dean & Chapter (attached).
- 2 In addition to the general requirements specified above, the Dean & Chapter require observance of the additional requirements, specified below, for all those visiting the bell tower for the purposes of ringing and maintaining the bells.
- 3 This safety policy differentiates between those persons visiting the tower solely for the purposes of ringing, and those who are involved with maintenance work, either of a routine nature or ad hoc/project work.
- 4 All persons visiting the tower solely for the purposes of ringing the bells must remain in the Training Centre or Ringing Chamber areas unless escorted by the Ringing Master or his authorised deputy. Visitors must observe all safety instructions posted in these areas, follow the instructions of the Ringing Master at all times, with particular regard to all emergency procedures, and conduct themselves at all times in a safe and professional manner. All keys to the Bell Tower will be stored securely in a key safe in the Teaching Centre (immediately on your left as you enter the Teaching
- 5 SMOKING is not allowed at any time in any part of the Tower. Sources of ignition may not be carried into the Tower by any persons involved in any form of Work unless in possession of a HOT WORK Permit.
- 6 The Cathedral will maintain a list of all persons authorised to carry out work on the bells and fittings. Only persons so authorised by the Dean & Chapter, and never operating alone, will be allowed to work on the bells, fittings and associated fabric, and hence covered by the Cathedral's Comprehensive Insurance Cover in the event of loss or damage to people or fabric. Hard hats must be worn while working under the bell frame. No other persons will be allowed to carry out or assist with any work of any nature without such written authorisation, and will be subject to supervision if
- 7 The Cathedral's Responsible person will ensure that all persons involved in any Work in the Tower will be fully conversant with the Cathedral's Safety Policy and (See section 04).have detailed knowledge of the fire alarms, fire extinguishers, escape routes & procedures and muster points. Emergency phone numbers will be provided.
- 8 Work in the Bell Tower will be subdivided as follows and defined in the attached document SP04:
 - 8.1 Routine or minor maintenance (forms SP02 & SP09 apply)
 - 8.2 Ad hoc and Special Projects including major refurbishments and installations (forms SP03 & SP08 apply)

Signed: M Regan; Ringing Master	Signed on behalf of Dean & Chapter:.....
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Safety in the Bell Tower.

Authorisation to carry out Routine or Minor Maintenance

Name					Date of birth		
Address	no./street						
	town						
	City			Phone numbers	EMERGENCY		
	Post Code				Home		
	County				Mobile		
<p>The above named person has been authorised to carry out Routine or Minor Maintenance work in the Bell Tower, as defined in the Cathedral's Safety Policy Document, from the date specified until rescinded in writing. The authorised person must work at all times within the limitations defined below, and strictly in accordance with the Cathedral's safety guidelines and policies. In such circumstances, the authorised person is fully covered by the Cathedral's various insurance policies with respect to personal injury and public liability within the limits agreed from time to time.</p>							
Qualifications & Experience							
Replacement and Maintenance of damaged or broken:	clappers	YES/NO	pulley blocks	YES/NO	stays	YES/NO	
	ropes	YES/NO	rope shoots	YES/NO	sliders	YES/NO	
Fitting and removing clapper muffles		YES/NO	Lubrication of moving parts		YES/NO		
Painting and treating of wood and metal		YES/NO	Maintenance of dumb-bells		YES/NO		
Checking & tightening of nuts & bolts		YES/NO					
Emergency adjustments to clock & chimes		YES/NO					
Authorisation Start Date							
	signed				capacity		

No "Authorised Person" may work alone in the Bell Tower, unless specifically so authorised in writing (SP09), in order to avoid unobserved incidents and possible fatalities.

Signed: M Regan; Ringing Master	Signed on behalf of Dean & Chapter:.....
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Safety in the Bell Tower.

Definition of Major Works

1 **Major Works** will include:

- 1.1 Rehangng of any bell
- 1.2 Replacement of bearings and wheels
- 1.3 All electrical and plumbing work
- 1.4 Any work on the Cathedral fabric
- 1.5 Work on all parts of the bell frame and supports
- 1.6 All HOT WORK including welding, cutting, brazing and paint stripping

2 **EXCLUSIONS**

- 2.1 All items defined as "Routine or Minor Maintenance" work

**All Major Work will require a "SPECIAL PERMIT TO WORK" (SP05)
authorised by the Dean & Chapter**

Signed: M Regan; Ringing Master	Signed on behalf of Dean & Chapter:.....
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Safety in the Bell Tower.

Definition of Routine or Minor Maintenance

1 **Routine or minor maintenance** will include:

- 1.1 Replacement and maintenance of damaged or broken clappers, ropes, pulley blocks, rope shoots, stays and sliders.
- 1.2 Fitting and removing clapper muffles.
- 1.3 Lubrication of moving parts.
- 1.4 Painting and treating of all wood and metal parts of the bell frame and fittings, as appropriate, for preservation & protection.
- 1.5 Checking and tightening of all nuts & bolts being part of the frame and fittings.
- 1.6 Emergency adjustments to the clock chiming mechanism
- 1.7 Maintenance of dumb-bells, fixtures and fittings.

2 **EXCLUSIONS**

- 2.1 All electrical work, except low voltage computer network connections
- 2.2 All plumbing work (water supply and fire sprinkler systems)
- 2.3 Maintenance of the Tower fabric
- 2.4 All routine works associated with the Bourdon bell, clock and chiming mechanism
- 2.5 Replacement of bearings, wheels and associated components
- 2.6 All HOT WORK including welding, cutting, brazing and paint stripping

All persons involved in "ROUTINE OR MINOR MAINTENANCE" must be registered with and authorised (SP02) by the Dean & Chapter

Signed: M Regan; Ringing Master	Signed on behalf of Dean & Chapter:.....
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Safety in the Bell Tower.

Register of Workers on Site

Sequence number

Name	Date	Time in	Signed	Time out	Signed	Location	Mobile Phone

All Major Work will require a "SPECIAL PERMIT TO WORK" (SP05) authorised by the Dean & Chapter

All persons involved in "ROUTINE OR MINOR MAINTENANCE" must be registered with and authorised (SP02) by the Dean & Chapter

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HOT WORK PERMIT

Permit number		Date of Issue		Expires	
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This HOT WORKING permit has been issued to the PERSONS listed solely for the purposes of carrying out the WORK described below and only between the DATES above.

Description of work to be done and proposed methods to be used (e.g. Electric Welding):

Approved by (signature & capacity/authority):

Name	Mobile Phone	Qualifications/Training

All Major Work will require a "SPECIAL PERMIT TO WORK" (SP05) authorised by the Dean & Chapter

All persons involved in "ROUTINE OR MINOR MAITENANCE" must be registered with and authorised (SP02) by the Dean & Chapter

Signed: M Regan; Ringing Master	Signed on behalf of Dean & Chapter:.....
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Safety in the Bell Tower.

Special Authority to Work Alone and/or Unsupervised

Name				Date of birth			
Address	no./street						
	town						
	City		Phone numbers	EMERGENCY			
	Post Code			Home			
	County			Mobile			

The above named person has been authorised to carry out Routine or Minor Maintenance work in the Bell Tower unaccompanied and unsupervised from the date specified until rescinded in writing. The authorised person must work at all times within the limitations defined below, and strictly in accordance with the Cathedral's safety guidelines and policies. In such circumstances, the authorised person is fully covered by the Cathedral's various insurance policies with respect to personal injury and public liability within the limits agreed from time to time. A working mobile phone must be carried at all times and registered with the Cathedral Staff and at least one other external contact. The vergers must be informed before the start and after completion of any work and the Fire Book completed.

Qualifications & Experience to Work							
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Replacement and Maintenance of damaged or broken:	clappers	YES/NO	pulley blocks	YES/NO	stays	YES/NO
	ropes	YES/NO	rope shoots	YES/NO	sliders	YES/NO
Fitting and removing clapper muffles	YES/NO		Lubrication of moving parts		YES/NO	
Painting and treating of wood and metal	YES/NO		Maintenance of dumb-bells		YES/NO	
Checking & tightening of nuts & bolts	YES/NO		Adjustments to clock & chimes		YES/NO	

Authorisation Start Date						
	signed			capacity		

The Authorised Person must observe strictly the following conditions in order to guard against unobserved incidents leading to unconsciousness or incapacity:

1. During normal Cathedral working hours the Authorised Person must complete the Register of Workers on Site lodged with the Cathedral Security staff who will monitor his safety from time to time.
2. After hours, the Authorised Person must be in constant touch via a mobile phone, or other suitable device, with a responsible third party who will monitor his status from time to time. Notice must also be given to the Cathedral Staff to ensure no conflict with other Cathedral activities and alarm status. Contact must be established at least once per hour while out of sight.

Signed: M Regan; Ringing Master	Signed on behalf of Dean & Chapter:.....
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