



Tower Risk Assessment

Introduction

The ringing of the bells forms a key part of the Cathedral's ministry and mission. The Cathedral recognises it has a duty of care towards visitors, ringers and maintenance workers who may enter the tower, and will seek to ensure their health and safety through proactive management of the risks.

Methodology

This assessment is organised around the hazards all persons may expect to encounter on a room by room basis from their first entry into the tower. It is based on a hazard spotting walk-around undertaken by the bellringers. Each hazard is given two ratings from 1-3, as described below, and these are multiplied together to give a risk factor from 1-9, which indicates the severity of the hazard. Control measures are then suggested. Adoption of the assessment and control measures is the decision of the Dean and Chapter, and comes into effect when the document is signed on their behalf.

Likelihood of occurrence		X	Severity of impact		=	Risk factor		Action
1	Unlikely		1	Slight injury		1	Slight risk	Warnings/training may be appropriate
2	Possible		2	Severe injury		2	Slight risk	Warnings/training may be appropriate
3	Very likely		3	Danger of death		3	Moderate risk	Physical control measures may be needed
					4	Moderate risk	Physical control measures may be needed	
					6	Serious risk	Failsafe control measures may be needed	
					9	Extreme risk	Situation should be eliminated	

Document history

	Date due	Date done	Name	Position	Signature
Drafting		Monday, April 11, 2005		Bell Ringers	
Re-drafting		Thursday, October 27, 2016		Bell Ringers	
Adoption					
Review 1		Friday, June 1, 2018		Bellringers	
Review 2					
Review 3					
Review 4					

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Tower Visitors

Location	Hazard	Risk rating		Risk Factor	Control measures	Undertaken by
		Occurrence	Severity			
Transept Stairs	Exertion on stairs causes asthma attack	2	1	2	Advise potential visitors of severity of climb	Stewards
					Advise asthma sufferers to have their inhalers to hand	
Transept gallery	Fall off walkway	2	2	4	Line walkway with mesh to prevent children from falling under rail.	Cathedral Staff
Clock Room	Hit head on frame of fire proof doors	2	1	2	Warning notice	Cathedral Staff
					Verbal warning from steward	Stewards
	Injured by clock mechanism	2	2	4	Keep clock case locked whenever access is not required	Cathedral Staff
						Ringers
	Children hurt playing with waste building materials	2	2	4	Remove waste material from the clock room regularly	Cathedral Staff
	Fall through trapdoor	2	3	6	No public access when the trapdoors are up Tower bottom door locked to prevent unexpected access	Cathedral Staff Volunteer Staff
Tower stairs	Trip on stairs	2	1	2	Modify hand rail to run all the way down	Cathedral Staff
					Plan for future repair of stair treads	Chapter
Ringing room	Injured by uncontrolled bell rope	2	3	6	Ropes placed on spider whenever bells are left up	Ringers
					Fit and use locking device to spider	
Intermediate chamber	Injured by uncontrolled bell rope	2	3	6	No public access when the bells are or may be up	Stewards
Bell chamber	Injured by moving bell	2	3	6	No access to general visitors when bells are ringing No access to general visitors when bells left up	Stewards
Tower roof	Fall from roof	1	3	3	Inspection and maintenance of guard rails etc	Cathedral staff
General	Trapped by Fire	2	3	6	Inspection and maintenance of fire alarm system	Cathedral staff
					Alternative routes down from clock room	Stewards
					Fire escape signage	Chapter
					Emergency lighting	

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Bellringers

Location	Hazard	Risk rating		Risk Factor	Control measures	Undertaken by
		Occurrence	Severity			
Transept Stairs	Asthma attack	2	1	2	Advise potential visitors of severity of climb	Bellringers
					Advise asthma sufferers to have their inhalers to hand	Bellringers
Transept gallery	Fall off walkway	2	2	4	Line walkway with mesh to prevent children from falling under rail.	Cathedral Staff
Clock Room	Hit head on frame of fire proof doors	2	1	2	Warning notice	Cathedral Staff
					Verbal warning to visiting ringers	Bellringers
	Injured by clock mechanism	2	2	4	Only operate clock mechanism if shown how to do so	Bellringers
	Children hurt playing with waste building materials	2	2	4	Remove waste material from the clock room regularly	Cathedral Staff
	Fall through trapdoor	2	3	6	Trapdoors not to be left open after work is complete	Cathedral Staff Volunteer Staff
Tower stairs	Trip on stairs	2	1	2	Modify had rail to run all the way down	Cathedral Staff
					Plan for future repair of stair treads	Chapter
Ringing room	Injured by uncontrolled bell rope	2	3	6	Learner ringers to be accompanied by an instructor	Bellringers
					Unknown visitors to be discretely monitored	
Intermediate chamber	Injured by uncontrolled bell rope	2	3	6	Advise other ringers before going upstairs	Bellringers
Bell chamber	Injured by moving bell	2	3	6	Advise other ringers before going upstairs Stay on the walkways.	Bellringers
	Injury to hearing	2	2	4	Use ear defenders whenever bells are ringing Provide signage on ringing room door Assess specification of ear defenders required	Bellringers Chapter
Tower roof	Fall from roof	1	3	3	Inspection and maintenance of guard rails etc	Cathedral staff
General	Trapped by Fire	2	3	6	Inspection and maintenance of fire alarm system	Cathedral staff
					Alternative routes down from clock room	Fire drill for Bellringers
					Fire escape signage	Chapter
					Emergency lighting	

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Maintenance Workers (including bellringers, staff and volunteers)

Location	Hazard	Risk rating		Risk Factor	Control measures	Undertaken by
		Occurrence	Severity			
Transept Stairs	Manual handling injury	1	2	2	Use trapdoors and hoists to avoid manual handling on spiral staircases when items are heavy or awkward	Volunteers Cathedral Staff
Clock Room	Fall through trapdoor	2	3	6	Only open trapdoors over short drops (i.e. not this one)	Volunteers
					Training in how to lift & lower trapdoors safely	Cathedral Staff
					Use of safety harnesses if handling difficult loads	
Ringing room	Fall to floor while working at height	2	3	6	Use Cathedral scaffold tower not ladders Avoid lone working	Volunteers
Intermediate chamber & Bell Chamber	Lung infection	2	2	4	Prevent access by pigeons Clean regularly to avoid dust build up Use dust masks when cleaning accumulated muck	Volunteers & Cathedral Staff
Bell chamber	Injured by bell while fitting clapper muffles	3	3	9	Eliminate working on up bells Always work in pairs Fit muffles only when bells are down	All working on bells
	Injured by falling object while working under frame	2	2	4	Hard hats to be worn at all times	
	Fall from frame	2	2	4	Wear sturdy working footwear Avoid lone working	
General	Injury to contractors, bellringers & volunteers	2	2	4	Contractors to be instructed on safe systems of work including specific Cathedral Safety Policies, and be supervised where necessary.	Cathedral Staff

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