



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 | | | | | |
| 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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