**Risk Assessment**: Flitton Church **Activity**  visiting the ground and upper floors in the bell tower

**Date assessed**: 28th May 2018 revised 30 May 2019  **Name of Assessor** Clare Butler Ellis

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| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
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| STAIRS  Spiral masonry staircase with 'kite' shaped wooden treads. It rises from ground floor to Belfry level.  Rise of steps is irregular, width of treads is irregular and uneven.  A handrail has now been installed.  In addition, from belfry level to Tower Roof, the stairs are very steep, treads are very narrow, there is no lighting and no electricity. | All , particularly those responsible for maintaining bells, clock and flagpole | Only those specifically authorised to climb the belltower will be allowed to do so. The door to be kept locked at all other times. The key is kept locked in the Vestry  PCC to keep spiral stairs free of dirt and rubble – regular cleaning by contractor  There is limited lighting, and therefore a headlamp is advisable  Sensible flat shoes must be worn  No one should climb the bell tower stair alone. The second person should be fit enough to climb up and down too and should have a mobile phone in case of emergencies | Continue to control and limit access to all parts of the bell tower at all times apart from the ground floor.  Control and limit access to the ground floor during bellringing  Check stairs for cleanliness | PCC  Tower captain/acting tower captain  PCC | Annually . May 30 2019 – needs cleaning |  |
| TOWER ROOF  Low masonry Parapet wall and a sloping lead roof covering and gutters with steps in the surface level. | Person replacing/removing flag from flagpole | No one to go onto Tower roof without the express permission of the PCC. | Compile a list of people with permission to raise and lower flags and ensure they are aware of this risk assessment | PCC |  |  |
| CLOCK ROOM  Clock weights. These could fall and cause harm and/ or damage.  Clock mechanism. Possible for hands / fingers to be trapped or pinched. | Person adjusting or maintaining clock | Entry to the clock room to be by permission of tower captain/acting tower captain or PCC and accompanied by a responsible person.  Only those who have been trained to adjust or maintain the clock shall touch it. | Compile a list of people trained to maintain the clock and ensure they are aware of this risk assessment | PCC |  |  |
| BELFRY  Bells are left in the in the 'DOWN' position.  Bells are only in the 'UP' position when ready for ringing and when there will be one or more persons in attendance. |  | No one to go into the belfry when bells are being rung. Entry to the Belfry to be by permission of tower captain/acting tower captain or PCC and accompanied by a responsible person. |  |  |  |  |
| RINGING ROOM  Bell Ropes Normally hung on 'Spider' and raised to high level when bells not being rung. |  | When bells ready for ringing ropes are lowered and a responsible person (member of the bellringing team) will be in attendance whilst ropes are accessible and a risk element.  Ropes must not be touched unless permission has been given and a responsible adult (member of the bellringing team) is in attendance.  Non-bellringers are excluded from the ringing room during bellringing |  |  |  |  |
| CELLAR below Ringing room floor.  When trapdoor open, edges to the opening are unprotected.  Brick flight of steps to base of cellar.  Heavy trapdoor care needed when opening due to weight and raising the trapdoor exposing the open hole of the cellar. |  | No one to open trap door or go into cellar without good reason and permission from the PCC |  |  |  |  |