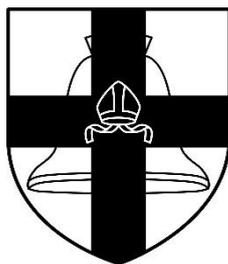


THE CARLISLE DIOCESAN GUILD OF CHURCH BELL RINGERS



Patron: The Lord Bishop of Carlisle

Health and Safety Policy

Issue 2
Dated 3rd June 2020

This Policy was issued to the Annual General Meeting of the
Carlisle Diocesan Guild of Church Bell Ringers

Signed _____ President

Date _____

This document must be reviewed and re-issued no later than 15
months following the date above.

Note: the Policy should be issued to a general meeting of the Association. It should be
reviewed by the general management committee of the Guild on at least an annual
basis, and will be published on the Guild's website (<http://carlisle-dgcbr.org.uk/>).

Scope

This Policy covers all activities that this Guild is responsible for the management and organisation of. This may include ringing at organised meetings and events, business meetings, social activities, training sessions, bell maintenance and inspection, etc. It does not cover activities of members not carried out under the management and organisation of the Guild.

The expectation is that affiliated towers and bands will utilise the Parish policy for Health and Safety. It is noted that CDGCBR encourages all members to act responsibly at all times when engaged in ringing-related activities and to this end the information contained herein and related proformas may be useful for this purpose.

General policy

Our policy is, so far as is reasonably practicable, to provide and maintain safe and healthy conditions, equipment and systems of work for all our employees, casual labour, voluntary helpers, members and others who participate in activities managed or organized by us and to provide such information, training and supervision as they need for this purpose.

All officers and members of the Guild are required to take seriously the risks of damage and injury and to take responsibility for health and safety when representing the Guild in any capacity.

All officers and members of the Guild are encouraged, whether or not representing the Guild, to consider the risk of injury to themselves and others whenever engaged in activity related to ringing and to take reasonable steps to reduce such risks by behaving responsibly and taking sensible precautions. All officers and members of the Guild have a responsibility to cooperate in the implementation of the health and safety policy: they must take reasonable care of themselves and others whilst they are on church premises or undertaking Guild business

Specific policies

Activities of the Guild must be organised and conducted by persons who are competent for the roles they are to undertake. Bell maintenance and inspections carried out on behalf of the Guild shall be carried out only by persons approved by the CDGCBR Committee as competent and fit to undertake those activities.

Whenever a formal risk assessment is carried out for a Guild-led activity, the Health and Safety Officer must be provided with a record of that assessment.

Whenever an adverse event occurs that could result in more than minor injury, or have the potential to cause harm or more than a minor injury to any persons (ringers or others), the Health and Safety Officer must be provided with a report of that incident.

Even at minor injury level, it is best practice for an incident report to be compiled such that further learning can be utilised for the future or to pass on to other affiliated towers within the Guild.

Health and Safety Officer

The Health and Safety Officer, responsible for the implementation of this Policy, is:

Name of Health and Safety Officer: Edwin Matthews

Contact Details: see Guild website

Responsibilities

The Guild Committee is responsible for:

- approving, maintaining, reviewing (at least annually) and publishing this Policy
- appointing a Health and Safety Officer
- approving persons to undertake bell maintenance and inspection activities on behalf of the guild
- when requested, advising PCCs and Diocesan officials on safety issues relating to bell ringing, bell maintenance and the suitability of persons to undertake bell maintenance.
- receiving reports and recommendations from the Health and Safety Officer
- adopting detailed policies, procedures and guidance pertaining to health and safety (noting the intention is to maintain these as specific Appendices to this overarching policy for ease of reference)

The Health and Safety Officer is responsible for:

- implementing this policy
- maintaining records of risk assessments, of incidents and of persons approved to undertake bell maintenance and inspection
- ensuring that possible claims and incidents judged serious are notified to the Guild's insurer or to other relevant authority (e.g. host church PCC)
- advising the Committee on matters relating to health and safety
- reporting at least annually to the Committee on matters arising since the last report relating to health and safety
- assisting the Committee in the development of detailed policies, procedures and guidance pertaining to health and safety
- assisting with adverse event investigations through provision of advice or undertaking these as appropriate.

The person organising or conducting an activity (e.g. event organiser, tower captain, group leader, henceforth "Appointed Person") is responsible for:

- taking into consideration detailed policies, procedures and guidance adopted by the Guild
- identifying and considering relevant policies and procedures laid down by third parties (e.g. towers, and meeting venues) and supervising participants' compliance with those policies and procedures
- considering whether a new/revised formal risk assessment is required (consulting the Health and Safety Officer or the PCC or Guild if necessary) and where necessary ensuring that one is carried out
- assessing the competence of those participating for the activity in which they are participating, and for intervening if necessary
- reporting to the PCC and Guild Health and Safety Officer any incidents that result in result in more than minor injury, or have the potential to cause harm or

more than a minor injury to any persons (ringers or others). This is to be done within 7 days of the incident occurring.

Detailed policies and guidance

Detailed policies, procedures, guidelines and documentation dealing with specific areas of activity are available as follows:

- Appendix A – How to carry out a risk assessment, e.g. advice on factors that make a risk assessment
- Appendix B – Adverse event investigation and reporting
- Appendix B1 – Determining the level of investigation
- Appendix C – Lone Working
- Appendix D – Access to the belfry

Other detailed policies/procedures/guidance that are developed will be added to future versions of this policy.

Further advice

Guidance regarding health and safety in a ringing environment can be obtained from the Central Council of Church Bell Ringing Tower Stewardship Committee via their website:

www.cccbr.org.uk/towerstewardship

In the UK, advice can be obtained from the Health and Safety Executive:

www.hse.gov.uk

The Ecclesiastical Insurance Group offers advice on Health and Safety in the form of a number of guidance notes on its website:

www.ecclesiastical.co.uk

For further information, contact the Chairman of the CCCBR Tower Stewardship Committee as identified on the CCCBR website. Email: chairman@tsc.cccbr.org.uk.

Appendix A – how to carry out a risk assessments

Ecclesiastical Insurance Group and Church Health and Safety Policy requires bellringing to have a Risk Assessment completed. It is the Policy of the CDGCBR that all events organised by the Guild should have a Risk Assessment completed. It is noted that where towers already have a suitable Risk Assessment in place a review of its suitability is acceptable for a Guild-led event rather than a further document being generated.

Risk assessment is not difficult and is based on common sense. It is a simple process of considering:

- the likelihood of something happening
- the severity of any injury if something does happen

To assist with the specifics related to Ringing and Guild Events, the H&S Officer maintains copies of the previous Risk Assessments. A blank proforma has been developed by the CDGCBR, as has one with some risks identified on it to assist the Appointed Person, or any other person organising an activity or a Parish with relevant considerations. The current version of this template is available on the Guild website:

- *CDGCBR RA Form {latest version as shown on the website}*

Advice is available from the HSE in their publication “Risk assessment” ref HSE-indg163. They have also developed specific checklists for Village Halls, which provide a useful insight.

Further advice is available from the Guild H&S Officer, Ecclesiastical Insurance Group, the HSE and the CCCBR Tower Stewardship Committee (see links earlier in the Policy).

Appendix B – adverse event investigation and reporting

The following forms have been developed to aid the process and are available on the Guild website

- Health and Safety Incident Report “accident-report-form Feb 2018”
- Investigation Form “Adverse Event Investigation Form - minimal and low Feb 2018”

The relevant responsible person should submit the form as quickly (usually within 7 days) as possible to the relevant PCC and the Guild Health and Safety Officer so that accident details can be checked and logged. This should also include the relevant investigation that has been undertaken, see below.

Effective investigation following an adverse event can assist the Guild and other parishes to identify any inadequacies in risk control procedures and also actions required to prevent future injuries or losses.

As defined by HSE and used in this Policy, ‘Adverse event’ includes:

- accident: an event that results in injury or ill health;
- incident:
 - near miss: an event that, while not causing harm, has the potential to cause injury or ill health. (In this guidance, the term near miss will be taken to include dangerous occurrences (those reportable under RIDDOR);
 - For a full, detailed list of dangerous occurrences and other reportable adverse events refer to the online guidance at: www.hse.gov.uk/riddor
 - undesired circumstance: a set of conditions or circumstances that have the potential to cause injury or ill health, e.g. untrained nurses handling heavy patients.

All adverse events will require at least a minimal investigation. However prior to that taking place there are other priority steps to take:

- Take prompt emergency action (e.g. first aid)
- Make the area safe (in some cases this may need to be done first)
- Preserve the scene.

For investigation, the local PCC would be the responsible body; the Archdeacons, with the insurers (usually Ecclesiastical) would offer support to the PCC.

The investigation that takes place should identify what went wrong, and determine what steps must be taken to prevent the same adverse event/accident from happening again. In general, adverse events should be investigated and analysed as soon as possible, and at the latest must be commenced within 4 weeks of the adverse event occurring.

Any investigation that takes place should be in proportion to the event that has occurred, involving relevant persons as appropriate. It should capture the circumstances surrounding the accident or incident which should be recorded immediately. This may include photographs and noting any factor that may have had

an influence on the incident (i.e. was the floor wet, was there a tripping hazard, the circumstances surrounding the incident itself etc.) and taking statements from people who were in the vicinity at the time. The information recorded as a result of an investigation should then be kept by the Guild H&S Officer and the relevant Parish.

Appendix B1, taken from HSG245 gives guidance on allocating the appropriate level of investigation. These are categorised as Minimal, Low, Medium and High Level. The level determines the extent and involvement of various parties in the investigation process.

The majority of adverse events that are likely to occur will fall into Minimal or Low Level requiring minimal investigation with the outcomes noted on the internal accident/incident or near miss reporting form.

The following are questions to consider in any investigation and further explanation can be found, if required, in the HSE guidance document HSG245:

- Where and when did the adverse event happen?
- Who was injured/suffered ill health or was otherwise involved with the adverse event?
- How did the adverse event happen? – note any equipment involved.
- What activities were being carried out at the time?
- Was there anything unusual or different about the working conditions?
- Were there adequate safe working procedures and were they followed?
- What injuries or ill health effects if any were caused?
- If there was an injury, how did it occur and what caused it?
- Was the risk known? If so why wasn't it controlled? If not why not?
- Did the organisation and arrangement of the work influence the adverse event?
- Was maintenance and cleaning sufficient? – If not explain why not.
- Were the people involved competent and suitable?
- Did the workplace layout influence the adverse event?
- Did the nature of shape of the materials influence the adverse event?
- Did difficulties using the plant and equipment influence the adverse event?
- Was the safety equipment sufficient?
- Did other conditions influence the adverse event?

When investigating accidents, it is important to remember that the objective is not to apportion blame. The aim is to identify any immediate, underlying and root causes (i.e. lack of training, unsuitable equipment etc.) and to instigate remedial measures designed to prevent a recurrence.

The investigation will involve an analysis of all the information available including physical (the scene of the incident), verbal (the accounts of witnesses) and written (risk assessments, procedures, instructions, safe systems of work etc.), to identify what went wrong and determine what steps need to be taken to prevent the adverse event from happening again.

Risk assessments should always be reviewed following adverse events and updated where required (See Appendix A for more information on Risk Assessments).

The outcome of the investigation report should be made available by the PCC / the Guild H&S Officer to the Guild Committee in a timely manner.

Appendix B1 – determining the level of investigation

Likelihood of recurrence	Potential worst consequences of adverse event(see definitions)			
	Minor	Serious	Major	Fatal
Certain				
Likely				
Possible				
Unlikely				
Rare				

Consequence:

Fatal: a work-related death;

Major injury/ill health: including fractures (other than fingers or toes), amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours;

Serious injury/ill health: where the person affected is unfit to carry out his or her normal work for more than seven consecutive days;

Minor injury: all other injuries, where the injured person is unfit for his or her normal work for less than seven days;

Likelihood that an adverse event will happen again:

Certain it will happen again and soon;

Likely: it will reoccur, but not as an everyday event; possible: it may occur from time to time;

Unlikely: it is not expected to happen again in the foreseeable future;

Rare: so unlikely that it is not expected to happen again.

Risk		Minimal		Low		Medium		High
Investigation Level		Minimal Level		Low Level		Medium Level		High Level

Not all accidents need to be investigated to the same extent or depth. We need to assess each event to identify where the most benefit can be obtained. The greatest efforts should concentrate on significant events where there has been serious injury, ill health or loss as well as those which had the potential to cause widespread serious injury or loss.

There are four levels of investigation:

- Minimum level investigation
 - The relevant person (event organiser, tower captain, group leader) will look into the circumstances of the event and try to learn any lessons which will prevent future occurrences.
 - The outcomes will be noted on relevant section of the accident/incident reporting form

- Low level Investigation
 - This will involve a short investigation by the relevant tower captain / group leader into the circumstances and immediate, underlying and root causes of the accident to try to prevent a recurrence and to learn any general lessons.
 - The outcomes will be noted on the accident record form.
 - Completion of an Accident Investigation form/report may be appropriate

- Medium Level Investigation
 - This will involve a more detailed investigation by the tower captain or group leader, the health and safety officer and other relevant representatives and will look for the immediate, underlying and root causes.
 - The outcomes will be noted on the accident/incident reporting form
 - An Accident Investigation form/report is to be completed

- High level Investigation
 - This will involve a team based investigation, involving tower captain or group leader, Guild health and safety officer, Diocesan health and safety advisers, Parish personnel and other relevant representatives. It will be carried out under the supervision of the Archdeacon and will look for the immediate, underlying and root causes.
 - The outcomes will be noted on the accident/incident reporting form
 - An Accident Investigation form/report is to be completed

Appendix C – Lone Working

No one should be asked or allowed to do inspection work or simple repairs alone and without a colleague accompanying them. Should an accident occur in a remote area of the church someone must be available to give help or raise the alarm. It is good practice to have a mobile telephone with you and to let someone else know what you are doing and approximately how long you expect to be.

Appendix D – Access to the belfry

In many cases, however, safety can be improved by changing working methods. It does not always require alterations to the building. For example, there is a considerable personal safety risk of accident and injury if bells are left 'up' after ringing. This hazard can be removed simply by ringing bells 'down' after ringing.

Bells should be rung down prior to access into the Belfry for any reason, be that inspection, maintenance, muffle placement/removal, transit to the roof etc. where close proximity to bells is required.

ENDS