



# Central Council of Church Bell Ringers

## Tower Stewardship Committee

### Society/Association/Guild of Change Ringers Health and Safety Policy

#### Issue 1 – October 2015

This document is prepared by the Central Council of Church Bell Ringers Tower Stewardship Committee for the guidance of Society/Association/Guilds of Change Ringers when drawing up a Health and Safety Policy to cover activities of the Association.

In all cases the policy should take account of the actual activities, facts and circumstances of the Society/Association/Guild in question.

The Society/Association/Guild is responsible for the suitability of the policy adopted.

# Society/Association/Guild of Change Ringers

## Health and Safety Policy

This Policy was approved at a general/special/executive meeting of the Society/Association/Guild of Change Ringers

Signed \_\_\_\_\_ President/ Chairman/Secretary/Chief Executive

Date \_\_\_\_\_

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

Note: the Policy should be approved by a general meeting of the Association. It should be reviewed by the general management committee of the Society/Association/Guild of Change Ringers on at least an annual basis, and should be published in written form (for example, on the Society/Association/Guild's website or in its Annual Report).

## **Scope**

This Policy covers all activities that this Society/Association/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 Society/Association/Guild.

## **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 Society/Association/Guild are required to take seriously the risks of damage and injury and to take responsibility for health and safety when representing the Association in any capacity.

All officers and members of the Society/Association/Guild are encouraged, whether or not representing the Society/Association/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.

Note: Ringing Societies/Associations/Guilds are not normally responsible for activities organised by local towers and bands, and hence, the Health and Safety Policy of an Association would not apply to these events, or to members of the association taking part in activities that are not managed or organized by the Society/Association/Guild. However, the Society/Association/Guild should encourage affiliated towers and bands to draw up their own policies for Health and Safety, and it should encourages all

members to act responsibly at all times when engaged in ringing-related activities.

### **Specific policies**

Activities of the Society/Association/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 Society/Association/Guild shall be carried out only by persons approved by the general management committee as competent and fit to undertake those activities.

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

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

### **Health and Safety Officer**

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

Name of Health and Safety Officer\_\_\_\_\_

Contact Details\_\_\_\_\_

Note: a named officer should be assigned responsibility for the implementation of the policy (this may be an existing officer of the Society/Association/Guild, or a specially created post.) The name of this person should be recorded in the published Policy.

## **Responsibilities**

The general management committee of the Society/Association/Guild 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
- receiving reports and recommendations from the Health and Safety Officer
- adopting detailed policies, procedures and guidance pertaining to health and safety

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 Society/Association/Guild's insurer or to other relevant authority (e.g. host church PCC)
- advising the general management committee on matters relating to health and safety
- reporting at least annually to the general management committee on matters arising since the last report relating to health and safety
- assisting the general management committee in the development of detailed policies, procedures and guidance pertaining to health and safety

The person organising or conducting an activity is responsible for:

- taking into consideration detailed policies, procedures and guidance adopted by the Society/Association/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 formal risk assessment is required (consulting the Health and Safety Officer 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 Health and Safety Officer any incidents that result in more than minor injury, or have the potential to cause harm or injury to any persons (ringers or others).

Note: The policy adopted by a Society/Association/Guild should be supplemented by detailed policies, procedures, guidelines and documentation dealing with specific areas of activity, e.g. advice on factors that make a risk assessment necessary, template documents for recording risk assessments, incident report forms, guidance on reporting of incidents to third parties (insurers, host PCCs) and guidance on risk factors, e.g. in the case of a tower activity, the nature of the access by ringers, or the possibility of access by members of the public.

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](http://www.cccbr.org.uk/towerstewardship)

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

[www.hse.gov.uk](http://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](http://www.ecclesiastical.co.uk)

For further information, contact the Chairman of the CCCBR Tower Stewardship Committee:

Ernie de Legh-Runciman  
10 Derwent Drive,  
Onchan,  
Isle of Man,  
British Isles,  
IM3 2DG

Tel: 07624 426654

Email: [chairman@tsc.cccbr.org.uk](mailto:chairman@tsc.cccbr.org.uk)