



Stewardship & Management Workgroup

of The Central Council of Church Bell Ringers



Health & Safety Policy

THE CENTRAL COUNCIL OF CHURCH
BELL RINGERS

Advice for Bell Ringers

Introduction

This document aims to help bell ringing societies/guilds/associations prepare a Health and Safety Policy for all activities of the society. (In these notes, the word 'society' will be used regardless of the title of the society, guild or association concerned.)

Under common law, voluntary organisations and individual volunteers have a 'duty of care' to each other and to those who may be affected by their activities. It is therefore good practice for a society to have a written Health and Safety Policy. Some insurers, for example, may ask for evidence of how a society considers Health and Safety matters. These notes will consider only societies with no paid employees. (Note that the Health and Safety at Work, etc. Act 1974 requires businesses employing 5 or more people to prepare a written Health and Safety Policy. Outside England and Wales, other laws and terminology may be applicable.)

Where a society operates with smaller districts or equivalent at a more local level, then the Health and Safety Policy needs to reflect this.

A policy may include:

- **A Statement of Intent:** A general statement about the society, its activities and its commitment to managing Health and Safety.
- **Responsibilities for Health & Safety:** The names, roles and positions of those who lead on Health and Safety matters.
- **Arrangements for Health & Safety:** Practical arrangements for what will be done by whom, when and how.

The policy is prepared and approved by the Officers of the Society and reviewed at least annually. It is made available to members and those involved in the society's activities, for example at an AGM, in annual reports and on the society website.

Further Information

1. **Health and Safety Executive:** Advice, templates, legal matters (primarily aimed at businesses): [hse.gov.uk/simple-Health-Safety/policy](https://www.hse.gov.uk/simple-Health-Safety/policy)
2. **EIG Insurance:** Advice, templates in particular for church and voluntary activities: [ecclesiastical.com/document-library](https://www.ecclesiastical.com/document-library)
3. **Central Council of Church Bell Ringers:** Guidance and advice on ringing related matters: [cccbr.org.uk/resources/stewardship-and-management](https://www.cccbr.org.uk/resources/stewardship-and-management)

Additional Information

Authors

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Version Control

Version	Date	Author	Format/Copy Editor	Changes
1.0	Mar 2021	Alison Hodge	Susan G Hall	

Appendix: Example Health & Safety Policy

Society Logo
Name of Society

Health & Safety Policy

Section 1: Statement of Intent

It is our Policy to ensure, as far as is reasonably practicable, that all our activities are carried out safely and do not pose a risk to the Health of our Members or others. This will be in accordance with good practice and any relevant statutory provisions where they apply. The Society has no paid employees.

Our activities include the arrangement and organisation of bell ringing at meetings and events, social activities, training sessions, and the inspection and/or maintenance of bells. The bells may be in churches, other premises, handbells or using simulated sound. This Policy does not cover the activities of Members that are not organised by the Society.

Officers and Members of the Society undertake to consider seriously the risks of damage and injury. They will take responsibility for their own Health and Safety and that of others when involved with the Society in any way.

The Senior Officers of the Society will support and advise Members on Health and Safety matters. They will appoint a named individual to develop this Policy and lead its implementation, assisted by others where required.

Section 2: Responsibilities for Health & Safety

Leadership of Health and Safety matters for the Society is with:

Name: _____

Post held: _____

Assisted by (name): _____

The Health & Safety Lead:

- Produces, updates and publishes the Health and Safety Policy, taking advice from others and the views of Members when appropriate
- Communicates this Policy to Members and others involved in Society activities
- Investigates, records and reports on Health and Safety related incidents as soon as possible after their occurrence
- Reports to the Society Management Committee Meeting when necessary, and annually to Members at the AGM

- Ensures that Members are trained and informed of Health and Safety matters appropriate for activities that they undertake with the Society
- Advises on written Risk Assessments prepared for activities organised by the Society
- Advises on minimising risks when training novice ringers in bell handling
- Advises on precautions to be taken by those working in the belfry (signage, no lone working, tools, working at heights, manual handling, use of personal protective equipment, hazardous materials, etc.)
- Sets a personal example on matters of Health and Safety
- Advises others involved in Society activities of any risks and hazards, including the use of appropriate signage.

All Members of the Society will:

- Support the Society Officers on Health and Safety matters
- Read and implement this Policy
- Complete appropriate training and maintain their competence in activities that they undertake
- Follow advice and guidance offered to them in matters relating to Health and Safety during Society activities
- Take reasonable care of their own Health and Safety, and that of others
- Use appropriate protective measures when required
- Report any Health and Safety incidents or concerns to the Society Health and Safety Lead as soon as they occur
- Follow Health and Safety policies and advice provided by other organisations during Society activities.

Section 3: Arrangements for Health & Safety

This document will be reviewed and approved at least annually by the Society Management Committee, and signed by the Chairman / Senior Member of the Society. Health and Safety matters will be considered when necessary at meetings of the Officers.

Society activities will be organised by people who are competent to do so. An appropriate Risk Assessment must be completed prior to Society activities.

The Society will provide appropriate training for Members and others involved in its activities.

Procedures will be made available for managing emergency incidents.

Accidents and Health and Safety incidents will be recorded and reported appropriately.

Version Control

This Health and Safety Policy was approved at the

Committee meeting of the (society name): _____

Held on (date): _____

Signed: _____

Position: _____

Name (in BLOCK CAPITALS): _____

Date: _____

Version	Date	Author	Format/Copy Editor	Changes
1.0				

Version control is helpful to avoid confusion, particularly indicating the final version.