

Risk Assessment – Tower/District/Guild Event

	Risk	Existing controls	Further action required
1	Does the Venue have RA & safety processes in place?	<p>Tower/Church is:</p> <ul style="list-style-type: none"> active with a functioning PCC in place. Public Liability insurance in place <p>Tower does not have a regular band:</p> <ul style="list-style-type: none"> The church is a festival church (PCC & PL likely to be still in place) Managed by the church's conservation trust, Friends of the friendless churches Third party ownership. 	<p>None</p> <p>The organiser must liaise with the tower contact:</p> <ul style="list-style-type: none"> to verify that the bells are in a safe condition to be rung Ensure PL insurance is in place Ensure any special instructions are followed. <p><i>NB: Towers without bands will not have up to date notices displayed</i></p>
2	Does the venue have car parking, kitchen and toilet facilities? Are the access & exit arrangements in place?	<p>Toilet & kitchen facilities are useful for longer periods of ringing, off road parking is ideal but not a necessity providing alternative arrangements are available</p> <p>Entry & exit procedures e.g. opening & locking up, light switches, clock hammers, bell ropes, bell status e.g. up/down, to be left down/up.</p>	<p>Provide clear directions (Post code etc) and parking instructions. Make it clear if there are no toilet facilities available and if people should bring refreshments in the absence of a kitchen</p> <p>Ensure the second responsible person has all the relevant entry & exit information</p>
4	Is there a suitably qualified person identified as being responsible for managing the session?	<p>The person running the session is taking on the responsibilities of a Tower Captain and as such should have undertaken, awareness, foundation & leadership level C of E safeguarding training and have a current DBS in place. A second person preferably of the opposite sex, with the same training and DBS in place should also be at the session.</p> <p>A tower environment where all feel welcomed, respected and safe should be aimed for.</p> <p>An attendance register should be recorded & retained</p>	

Have you spotted a mistake in one of our documents, or have any questions? Please get in touch with us at contact@hdgb.org

	Risk	Existing controls	Further action required
5	Are there any young people (Under 18) or vulnerable adults attending the session?	Written parental consent is required in advance of young people attending meetings or events reference Guild form HDGB Permissions form for under 18's (Appendix 4 of the HDGB Safeguarding Policy) should be completed. A copy of the permissions form completed when their Member Mojo registration was completed can be requested from the Guild Secretary. They should be made aware, in advance, of the content and arrangements for such activities. Any medical conditions of the young people should be established in advance as should the agreement as to who, if not the parents, are responsible for delivering and collecting the young people.	Young people or vulnerable adults who are receiving face to face hands on instruction or who are ringing with the main band for general ringing and further coaching should do so only when supervised by the Tower Captain or a deputy who is also a competent DBS checked adult. Ideally two adults (preferably one male and one female should be present whenever young people or vulnerable adults are ringing, receiving tuition, being coached or transported (the latter in the absence of their parents, guardians or someone with whom the parents have made an arrangement).
6	Use of kitchen facilities and providing a refreshment offering	Volunteers providing food and drink need to take responsibility for their own health & safety, be aware that the preparation of food & drink plus the appliances used to facilitate this process may pose a risk. Please use your own common sense and good judgement.	
	Events covered by this risk assessment are arranged and attended by voluntary participants. The Guild and its officers have no statutory role in matters concerning safeguarding or health & safety.		