Church in Wales Risk Assessment Template

YR EGLWYS YNG NGHYMRU THE CHURCH IN WALES

RISK ASSESSMENT TEMPLATE

Risk Assessment for: ……Church Bell Ringing Session ……..

Church and Ministry/Mission Area: ……St Saint Church, St Saint MA……..……..

Completed by: ……..……..……

Signed: ……A N Other…… Date: …...……01/01/26……

HAZARD	What could happen?	Who could be hurt?	Mitigating Factors	Level of Risk (likelihood vs impact)	Additional action needed to manage the risk[1]
Consider venue	Consider what risks there could be at the venue – e.g. access to tower such as steep/narrow/uneven stairs, slips/trips/falls; ventilation and temperature; condition of tower flooring; crowded ringing room	Consider who is attending and who would be at risk e.g. ringers, visitors, learners,	Consider what is in place to minimise the risk – e.g. appropriate health and safety measures; good lighting; clear signage; clearing up spills immediately; exits/entrances kept clear	For advice with this, use the Risk Matrix in the document: Risk assessment and management	See Ecclesiastical for further information: Ecclesiastical - Church Risk Assessments

[1] it is important to identify who will take the action to minimize the risk and the date by when the action will be completed and to note when done

SAMPLE

Consider equipment	Consider what risks there could be from any equipment being used – e.g. ropes, bells and bell frame	Consider who is attending and who would be at risk e.g. new ringers, visitors, all ringers	Consider what is in place to minimise the risk e.g. checking all equipment before use; correct manual handling when using all equipment or moving items; regular maintenance checks		
Consider fire safety/ emergency/ tower evacuation	Consider the specific risks in this group e.g. children being unable to leave the building without supervision, those with greater mobility challenges	Consider who is attending and who would be at risk e.g. all ringers, children, individuals requiring additional support	Consider what is in place to minimise the risk e.g. keeping a register of people attending; fire safety equipment in place at the venue; volunteers are aware of emergency protocols and meeting place in event of fire; fire drills undertaken, mobile phone available for use		See: Fire safety risk assessment checklist: small premises | GOV.WALES
Consider accidents/illness	Consider what risk there could be in this group	Consider who is attending and who would be at risk	Consider what is in place to minimise the risk e.g. first aid kit on site (which is checked and replenished as required); children remaining under parental supervision; accident book; mobile phone for emergency use		
Consider safeguarding	Consider what could happen in this context e.g. a child/adult making a disclosure, inappropriate supervision of young ringers, inappropriate adult-child interaction	Consider who could be at risk in this group e.g. children or adults at risk	Consider what is in place to minimise the risk e.g. all group volunteers safely recruited; all volunteers undertake appropriate level of safeguarding training; contact details for the Provincial Safeguarding Officer on display in the venue and		

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			known to the volunteers; all volunteers use safeguarding best practice (see CinW Safeguarding guidance eg: Good practice Code of Conduct and Promoting Safer Practice for Children and Adults at Risk); adequate supervision of volunteers in place; Register of Attendance kept		
Consider data protection	Consider what could happen e.g. confidential details being found	Consider who could be at risk from a data breach e.g. child or vulnerable adult	Consider what is in place to minimise the risk e.g. consent forms and registers held securely in the safe; GDPR regulations followed; no taking/sharing photos/videos without written consent of parent/guardian		
Consider other identified risks/hazards	**All risk assessments should be developed with the specific activity/venue in mind. There will be other hazards and risks that this template has not considered.**				

Review Date: ……

SAMPLE

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