

Maplestead Mini-Ring - Draft Risk Assessment

This assessment assumes 3 classes of persons At Risk: **Visitors** using the Mini-Ring; **Ringers & Stewards** controlling Visitors; **Operators & Erectors**.

Hazard/Risk	Persons at Risk	Risk	Control Measures that must be in place	Are these adequate?	Further Control Measures that should be considered.	Is Risk adequately controlled?
<u>Risks while in use</u>						
Trips & walking into Framework	All	High	Risk is high due to inclined frame legs. Ensure sufficient space around framework to allow visitors to walk around framework at a safe distance from feet of frame legs.	No	Stewards to warn Visitors. Consider adding stakes with bunting or other barrier by legs. Note CANNOT put bunting between legs of frame as ringers stand there.	
Catching clothes on Framework	All	High	Bolt threads of leg splice joints are at waist height of an adult. These exposed threads must be covered with hosepipe segments supplied, secured with "gaffer" tape or similar.	Yes	Stewards to ensure protection not dislodged by visitors passing.	
Banging head on Framework	All	High	> Framework is high enough to clear visitors up to c. 6ft 6in. (2m) > Fixing bolts project down below the framework – must cover these threads with tennis balls provided. Tennis balls have cuts to allow them to be pushed onto bolts.	Yes	Stewards to warn very tall visitors of risk.	
Catching fingers/arms in moving ropes	Ringers	Medium	> One-to-one training by competent ringer > Clear instructions given by competent ringer, modelled by/with a trained ringer Note that Bells are VERY small and light, less than 10lb (4.5kg) so little danger of injury resulting.	Yes	> No unsupervised ringing to be allowed. > Stewards to manage visitors so that Ringers are not jostled or impeded. > Visitors should not be allowed within the rope circle during ringing.	
Trapping hazards from moveable parts	All	Medium	No moving parts within reasonable reach; swinging bells are above a solid timber belfry floor over 7ft (2.2m) above floor level. (It is possible to trap fingers in the hole where the ropes & sallies pass through to the bells above the belfry floor. However, due to height of wooden floor only an adult could do this and they could easily stop such a very light bell swinging before an injury could occur. Thus this risk is assessed as Low)	Yes	Only authorised Operators to climb structure to maintain bells, e.g. when bell overthrown or ropes slip off wheels.	
Injury from falling parts	All	Low	The structure is inherently very stable due to its weight and the inclined legs. > Structure must be checked by competent Operator before opening to visitors to ensure that all component parts are secure. > Where the framework is levelled by packing, this should be regularly checked for security and that the frame legs remain central to the packing. > When Operator climbing ladder to maintain or check the ropes bells and fastenings a Steward should ensure that Visitors are kept clear of ladder and bell(s) and ropes affected.	Yes	Stewards to make Operator aware of any unusual noises or movement of the framework or packing while mini-ring in use.	
General injuries, cuts and bruises	All	Low	Have First Aid kit available nearby. Stewards must know how to summon expert assistance.	Yes		

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Risks during erection/dismantling

Back Strain	Erectors	High	<p>> The Framework is strong and heavy: but individual component pieces are light enough to be carried by one person between vehicle and site.</p> <p>> The twin Bell frames, while not very heavy, are awkward to lift/hold and should be lifted and carried by two people.</p> <p>> Once framework is partially assembled two or three adults may be required to lift, tilt and move the assembled framework.</p> <p>> Use proper lifting techniques – bend knees etc.</p>	Yes	<p>Experienced Erector should be present to:</p> <p>> Give “on the job” training.</p> <p>> Oversee work of others.</p> <p>Recommended sequence of work should be used to minimise risk of injury, and should be briefed to all before work starts. Ensure sufficient able-bodied Erectors are available before beginning work.</p>
Injury from falling parts	Erectors	Medium	<p>Erectors should be aware of others moving about above or below them and ensure working area clear.</p> <p>> Particular care should be taken when lifting the twin bell frames and sliding them onto the frame runners. Two Erectors required to do this.</p>	Yes	<p>Recommended work sequence ensures that only very small bolts & nuts are fixed above shoulder height, so risk of injury small.</p>
Falls from height	Erectors	Medium	<p>Only competent Erectors are authorised to climb the structure to apply or check fastenings, bells and ropes.</p> <p>Erectors to ensure that any ladder used is of sufficient height and stable. An attendant should be appointed to “foot” the ladder as necessary.</p>	Yes	

General Risk Control Measures

Safety & Risk awareness	Ringers, Operators, Erectors		All staff to be briefed on this Risk Assessment and the Controls to be put in place on arrival at site.	Yes	
Site Assessment	Erectors		<p>The site to be assessed by an experienced Erector who will:</p> <p>> Decide precise location for the Mini-Ring, and</p> <p>> Ensure that any levelling required can be provided and securely applied.</p> <p>> The feet of the supporting framework are bare steel tubes: the Mini-Ring can be supplied with carpet squares to protect polished floors and/or small paving slabs to pad the legs on soft ground.</p>	Yes	<p>Due to its weight it is unlikely that the mini-Ring will slide about on a polished floor surface. However carpet squares are recommended to minimise this risk.</p>
Noise	Visitors, Ringers		<p>While the bells are not very loud to those ringing under the belfry floor they can be annoying to neighbours adjacent to the Mini-Ring.</p> <p>Erectors should consider if sound damping should be applied: see Deployment manual. Fabric tape or self-adhesive padding can be applied to give differing levels of damping.</p>	Yes	<p>It is easiest to apply sound damping before the twin bell frames are lifted into position.</p>