RISK ASSESSMENT FOR CHURCH CLOCK MAINTENANCE

All Saints Church, Grayswood

Date of Risk Assessment: May 2026
Date for Revision: May 2027

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Access to base of ladder via sill	Risk of fall or injury	Adequate lighting, appropriate footwear. Keep area clear of clutter and avoid if wet	Regular check of condition of ladder. Keep area clean and tidy. Users to wear adequate clothing and footwear	Cleaning team, Church wardens	Continual assessment	Ongoing
Entrapment by hatch door	Door is heavy to open, risk of fall or injury	Only authorised persons who have been assessed as suitable to use the ladder	To regularly review authorised users	Church Wardens	Continual assessment	Ongoing
Inhalation of dust	Area potentially dusty due to open louvres which may be a risk to some users	Not to enter if known allergy to dust. Use of cordless vacuum cleaner as needed. Wear a mask if necessary and wash hands when leaving.	Ensure that users are aware.	Church Wardens	Continual assessment	Ongoing
Electric shock	Users to be made aware of live components in the clock case	Only trained users to access the clock mechanism. Annual service by specialist company. 5 yearly electrical inspection	Ensure maintenance schedules are carried out	Church wardens, Church admin	Continual assessment	Ongoing
Head injury due to overhead structures, falling over head items	Users to be aware of low structures and over head heavy items	Ensure adequate lighting, do not enter if not safe eg in bad weather/winds Users to be aware of potential hazards	Check lighting adequate. Hard had maybe considered.	Church Wardens	Continual assessment	Ongoing
Injury from broken glass	Clock case doors are glazed and hinge not fixed to the frame	Users to be aware care is needed when opening/closing inner leaf door.	Consider repair to frame/hinge	Church Wardens	Continual assessment	Ongoing
Lone working	Area is out of ear shot if help is needed	Users to carry mobile phone Not work alone or have someone in attendance if possible. Display sign someone working in bell chamber	Consider attending when building in use	Church Wardens	Continual assessment	Ongoing

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Injury due to loud noise	Potential risk to hearing if bell tolled or from hourly strike	Hook of the bell at ground floor level. Display sign someone working in bell chamber	Concerned users to use ear protectors	Church Wardens	Continual assessment	Ongoing
Fire	Anyone trapped could suffer fatal injuries from smoke inhalation/burns	Users to be aware of potential risks & fire risk assessment. Not to enter if any risk suspected.	Ensure the actions identified by the fire risk assessment are done.	Church Wardens	Continual assessment	Fire cert March 2025 ongoing

Signed by ..... Position ..... Date .....