**TOWER ACCESS POLICY**

**PURPOSE**

The aim of this Policy is to provide guidance and restrictions for access to the various levels of the church tower, i.e.

* Bell ringing level,
* Clock chamber,
* Belfry,
* Nave and Chancel roofs,
* Tower roof.

**SCOPE**

This policy applies to any church members, church volunteers, bell ringers, contractors and members of the public requiring access to any level of the church tower, including external roofs accessed from all such levels, for any reason.

**POLICY**

Due to the structure of the tower and restricted accessibility of all levels of the tower, it is not possible to adequately eliminate or isolate all risks identified by the Tower Risk Assessment. The “reduce”, “isolate” and “discipline” elements of the Hierarchy of Risk Management are, therefore, the most effective means to minimise risks associated with such access.

These measures shall be implemented by the following:

* All church volunteers, contractors and members of the public shall read a copy of this policy, before being allowed access to any level of the tower, and a copy shall be signed by all such persons to record an understanding of the risks;
* Routine access to all levels is restricted to persons authorised by a Churchwarden or the Fabric Committee only, excepting bell ringers and guest ringers invited to the Ringing Chamber who shall be authorised by, and be the responsibility of, the Tower Captain or nominated deputy;
* Access by members of the public (excluding contractors) to the Belfry or to the Nave, Chancel and Tower roofs is not permitted in any circumstances;
* Access by members of the public to the Clock Chamber (eg to view the Saxon carvings) is restricted to no more than four people, to include a minimum of one authorised person (ideally two, to allow for first aid to be administered by one whilst another seeks professional medical assistance);
* Access by members of the public to all levels is at their own risk and St Wilfrid’s Church shall be held blameless in the event of any injuries sustained;
* Maintenance work requiring access to the Nave, Chancel or Tower roofs shall be undertaken by authorised and nominated persons only (list to be displayed);
* If lone working is required, the Lone Working Policy shall be followed.
* Contractors requiring access to any level of the tower and external access to the Nave, Chancel and Tower roofs shall have in place their own “Working at Heights” policy and risk assessments. Signing a copy of this policy shall indicate that these are in place;
* The Tower Captain, or nominated deputy, shall be held responsible for ensuring that no bells are stored in the “up” position when ringing is not underway, excepting where they authorise any bells to remain “up” in readiness for ringing at a wedding, funeral or similar occasion. When left “up”, as warning sign shall be placed at the access point, clearly stating that this is the case.

**DECLARATION**

I declare that I have read and understood this document, consisting of 2 pages.

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| **Name (print)** | **Signature** | **Date** |
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