

# **Breadsall Church Health and Safety Policy**

## **Tower Tours Policy**

### **1. Introduction**

Generally ordinary members of the public would not be allowed admittance to the church tower. Tower tours are not a regular part of the church routine but may be allowed on certain occasions, e.g. a time of national celebration, a church Garden Party. This document sets out the responsibilities, guidelines and control measures to ensure safe tower tours.

The policy is designed to help to avoid any potential hazards and reduce risks.

### **2. General**

Before allowing any Tower Tours the maximum number of people allowed on a tower tour must be set following a risk assessment which takes into account the size of the tower, the control of movement within the tower and the number of stewards available. The ease with which the tower can be evacuated in case of emergency must also be taken into account.

No children under the age of eight should be allowed on a tour and all children under the age of sixteen should be accompanied by an adult

All items of baggage should be left at ground level and each visitor should have both hands free

A minimum of two stewards should accompany each party, one at the front and one at the rear. These stewards should have a means of communication with the ground floor, both internally and externally, in order to summon help in event of an emergency. Stewards should be able-bodied and at least eighteen years old. All Stewards must be provided with any necessary information and training on the precautions which need to be taken.

A new tour must not commence until the previous tour has descended to the ground and been accounted for

Notices should be displayed indicating the difficulty of the climb, this could possibly be done using photographs. It should also indicate if the climb is suitable for those who are elderly, infirm, disabled, pregnant, suffering from heart conditions or respiratory disorders or from any other medical condition which could be affected by the climb. The notice should make sure that suitable clothing and footwear should be worn. Stewards should draw attention to this sign before the ascent is made

Handrails should be provided on staircases or in areas where there is danger, however slight, of visitors losing their footing

There should be adequate lighting along the way

Any access to other higher level areas along the route must be secured by locked doors.

Access to the bell and ringing chambers may be permitted with the agreement of the Tower Captain and providing that the bells are in the "down" position.

Access to the tower should only be permitted in fine weather, not during heavy rain, sleet, snow, or strong winds.

Access to the tower must be by safe means. Doorways should be sufficiently wide to admit one person at a time with ease. At the top of the tower the parapets must have a minimum height of 1.1 metres.

There should be a minimum walkway around the spire of at least 600 mm and duckboards should be provided to prevent damage.

Tours to other high areas should be restricted to specialist groups – such as architects and contractors

Where a charge is levied this may have implications as regards the security of cash and loss of money insurance. The legal liability of parishes for injury to members of the public incurred following accidents during tower tours will be covered by Ecclesiastical.

Health and Safety Committee, September 2017

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