

## Appendix 6.9 January 2019

### Risk register for tower

HORNSEY CHURCH TOWER	NOTES	Risk Rating		
LOCATION - TOWER	Probability: 1= certain to happen	<10%		
		10 to 24%		
RISK REGISTER VERSION: 3.0		25 to 59%		
22 01 2019		60 to 100%		

Proposer	Risk ID	Risk Area	Description of Risk	Risk Owner	Probability	Risk Rating	Control of Risk
FoHCT	1	External steps to crypt	Falling on uneven steps, which have no handrail.	FoHCT	0.1		Assistance to be given to those who need it at all public events.
FoHCT	2	External steps to crypt	Slipping on steps, which have no handrail.	FoHCT	0.1		Steps to be kept clear of leaves, weeds, algae and rubbish and as dry as possible.
FoHCT	3	Crypt entrance	Tripping on raised threshold.	FoHCT	0.1		Temporary timber ramps to be placed in position at all public events and at other times when necessary.
FoHCT	4	Crypt	Hitting head on low beam and at entrance to internal stair.	FoHCT	0.2		Correct yellow/black warning signs to be in place at all times. Verbal warnings to be given at all public events.
FoHCT	5	Crypt	Accident in dark when first entering.	FoHCT	0.1		Lights to be switched on at entry using switch adjacent to entrance door.

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FoHCT	6	Crypt	Accident in dark on leaving following switching off lights when leaving.	FoHCT	0.1		Lights to be switched off only at point of leaving.
FoHCT	7	Crypt	Tripping on uneven floor flagstones.	FoHCT	0.2		Lights to be switched on at all times crypt is occupied.
FoHCT	8	Crypt	Accident when sole person is inside and entrance door has been bolted.	FoHCT & PCC	0.2		Lights to be turned on before door is bolted. Charged mobile phone to be carried.
FoHCT	9	Crypt & stairs	Loss of artificial light.	FoHCT	0.1		Lighting to be maintained in full working order with all bulbs in place. Wiring to be kept securely clipped in place.
FoHCT	10	Crypt	Accident from contact with badly stored tools and equipment.	FoHCT	0.3		Tools and equipment to be properly kept in safe designated locations. Hooks to be installed. Location labelling to be installed.
FoHCT	11	Whole tower	Unauthorised entry whilst tower occupied away from crypt.	FoHCT	0.3		Crypt entrance door to be kept bolted during occupation away from crypt.
FoHCT	12	Whole tower	Accident to sole person whilst in tower.	FoHCT & PCC	0.1		Sole occupants must make it known to others that they are in tower and to inform them of expected time of exit and notify other person of their exit. Charged mobile phone to be carried.

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FoHCT	13	Internal stair	Accident on uneven treads.	FoHCT	0.3		Lighting to be maintained in full working order. Handrail to be inspected regularly and kept taught. Removable sections of handrail to be in place at all public events. Stairs to be manned by responsible person at all public events so that assistance can be provided when necessary.
FoHCT	14	Internal stair	Accident due to clash of people ascending and descending.	FoHCT	0.3		Stairs to be manned by responsible persons at all public events so that ascending and descending are kept separate.
FoHCT	15	Internal stair	Accident due to congestion.	FoHCT	0.3		Ascending or descending to be limited to 15 visitors at any time. Authorised person(s) to control ascending and descending stairs to ensure passing on stairs is avoided. Children under 12 to be accompanied by responsible adult(s) at all times within tower and not allowed to ascend or descend stairs unaccompanied.
FoHCT	16	Internal stair	Accident from contact with open electric light sockets.	FoHCT	0.1		Lighting to be maintained in full working order with all bulbs in place.
FoHCT	17	Internal stair	Damage to lighting and power cables.	FoHCT	0.1		Lighting and power cables to be regularly checked including immediately prior to all public events to ensure that they are properly secure.

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FoHCT	18	Internal stair	Accident whilst visitor carrying child or large object.	FoHCT	0.2		Visitors to be warned of number of steps and condition of stairs. Help to be available from responsible person at all public events. Visitors to be warned of number of steps and condition of stairs. Help to be available from responsible person at all public events. One hand to be always used on handrail.
FoHCT	19	Internal stair	Accident to or caused by unaccompanied child.	FoHCT	0.1		No unaccompanied child under 12 to be allowed into tower at public events.
FoHCT	20	Internal stair	Visitor's extreme anxiety/claustrophobia.	FoHCT	0.1		Help to be available from responsible person at all public events.
FoHCT	21	Bell ringing chamber	Loss of artificial light.	FoHCT	0.1		Lighting to be maintained in full working order with all bulbs in place.
FoHCT	22	Clock chamber	Unauthorised entry.	FoHCT	0.1		Access to be blocked at all public events.
FoHCT	23	Clock chamber	Loss of artificial light.	FoHCT	0.1		Lighting to be maintained in full working order with all bulbs in place. Wiring to be kept securely clipped in place.
FoHCT	24	Bell frame	Unauthorised entry.	FoHCT	0.1		Access to be blocked at all public events.
FoHCT	25	Bell frame	Fall through holes in floor	FoHCT	0.1		Only authorised persons allowed access. More than one person to be present. Appropriate care to be taken. Plan to repair floor to be initiated

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FoHCT	25	Bell frame	Fall through holes in floor	FoHCT	0.1		Only authorised persons allowed access. More than one person to be present. Appropriate care to be taken. Plan to repair floor to be initiated
FoHCT	26	Bell frame	Fall from bell frame.	FoHCT	0.1		Only authorised persons allowed access. More than one person to be present. Appropriate care to be taken.
FoHCT	27	Main roof	Tripping on uneven paving.	FoHCT	0.2		Warning to be given to visitors. Plan to relay paving to be initiated.
FoHCT	28	Main roof	Falls from roof.	FoHCT	0.1		Responsible person(s) to be on roof at all time during pubic events with fully charged mobile phone. No one to be allowed to climb protective railings. Only authorised persons to be allowed access.
FoHCT	29	Main Roof	Damage to building if door to roof left open.	FoHCT	0.1		Last person to leave roof to ensure door is bolted.
FoHCT	30	Turret roof	Unauthorised access.	FoHCT	0.1		Only authorised persons allowed access. Access ladder to be securely fastened out of use at all time during public events.
FoHCT	31	Turret roof	Fall from ladder whilst ascending or descending from main roof.	FoHCT	0.1		Only authorised persons allowed access. Ladder to be held by second person.
FoHCT	32	Chapel	Fall from ladder whilst ascending or descending from crypt.	FoHCT	0.1		Only authorised persons allowed access via ladder. Ladder to be in secure position.

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FoHCT	33	Chapel	Fall through open trap door.	FoHCT	0.1		Trap door to be open for minimum time necessary and to be fully closed at all times during public events.
FoHCT	34	Chapel	Damage to church property.	FoHCT & PCC	0.1		Responsible person to be present at all times at all public events.
FoHCT	35	Chapel	Theft of church property.	FoHCT & PCC	0.1		Responsible person to be present at all times at all public events.
FoHCT	36	Whole tower	Fire caused by faulty electrical system.	PCC	0.1		Lighting to be maintained in full working order with all bulbs in place. Wiring to be kept securely clipped in place. Care to be taken not to overload power circuits. PAT testing to be carried at regular specified intervals. Smoke alarms to be tested monthly. PCC to ensure that whole tower is equipped with appropriate fire extinguishers and that these are regularly serviced on a contract basis by a reputable company.
FoHCT	37	Whole tower	Outbreak of fire not controllable.	PCC	1.0		PCC to ensure that whole tower is equipped with appropriate fire extinguishers and that these are regularly serviced on a contract basis by a reputable company.
FoHCT	38	Whole tower	Arson whilst tower unoccupied.	PCC	0.1		Gap under external doors to chapel to be filled. Smoke alarms to be tested monthly.

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FoHCT	39	Whole tower	Unauthorised entry.	FoHCT & PCC	0.1		Only those authorised to hold keys. Keys not to be lent to people not on list of authorised persons without consent by another key holder, who is to have full responsibility for the loan.
FoHCT	40	Whole tower	Fire caused by naked flame or smoking.	FoHCT & PCC	0.1		Use of lit candles to be restricted to the chapel and it to be the responsibility of the PCC to ensure that their use is properly managed. No other naked flames are to be allowed elsewhere in the tower. No smoking will be allowed anywhere in the tower.
FoHCT	41	Main roof and turret	Accident when installing or dismantling Christmas lights.	FoHCT	0.2		Not less than two people to be present. Appropriate care to be taken.
FoHCT	42	Whole tower	Accidents at public events due to FoHCT activities.	FoHCT	0.1		Only authorised persons to run activities. Activities to be carefully planned. Any temporary structures to be carefully checked to ensure they are safe. Appropriate first aid boxes to be kept and maintained.