

ST PAULS CHURCH TOWER, MANUKA, ACT RISK MANAGEMENT PLAN

- Tower and ringing room doors to be locked unless ringers present
- Bell ropes to be lifted out of reach when ringing room not in use
- Belfry access to be locked unless work being undertaken in belfry
- Ringing Attendance Book to be kept of those present whenever ringing room/belfry in use
- Warning and fire exit notices to be displayed in relevant locations
- Red light to be connected to ringing room to indicate if anyone is in the belfry
- Work in the belfry to be undertaken with two people present
- Installation of muffles to be undertaken with bells down
- Bells, frame and ropes to be checked minimum 6 monthly
- Non ringing visitors to be escorted at all times
- Responsible experienced ringers to undertake teaching of handling
- Evacuation Plan to be displayed on ringing room wall
- All ringers and visitors to be advised of evacuation procedures
- Evacuation procedure to be rehearsed minimum 6 monthly
- No smoking at any time in the church, ringing room or belfry
- Ringing room and belfry to be kept neat and tidy at all times to avoid OH&S or fire risks
- Passageways and stairways to be clear at all times

**ST PAULS CHURCH TOWER, MANUKA, ACT
CAPTAIN COOK CRES AND CANBERRA AVENUE
EMERGENCY RESPONSE PLAN**

KEEP CALM

Emergency Number - Fire, Police, Ambulance 000

Advise Fire Brigade if mobile tower is required to evacuate persons from the belfry

Follow instructions as directed by the Warden.

Ringers and Visitors will leave promptly via the tower stairs and exit through Door 1 at the bottom of the stairs.

Ringers and Visitors assemble in the carpark on the Canberra Avenue side near the Old Rectory

The Warden will call the roll from the Ringing Attendance Book.

Remain in the assembly area until advised otherwise by the relevant authority

Wardens:

**Julie Doyle
Ted Reid
Ian Douglas
Scott Jones
Susan Tonkin**