

# Procedure for Ringing at Glasgow St Mary's Cathedral

## August 2020

This procedure has been created to ensure the safety of all ringers ringing the bells at Glasgow, St Mary's Cathedral. Please fully read and absorb the procedure **BEFORE** attending a ringing session.

## Principles

The principal risks to us of ringing during stage 3 of the pandemic are meeting other households indoors, surface transmission from touching the ropes and safely transiting the spiral staircase which is inherently a narrow & poorly ventilated space. These risks will be mitigated by:

- Minimising the number of people involved in a ringing session and limiting its duration to 15 minutes
- Each ringer will ring the same bell throughout the ringing session
- Increased ventilation and an organised procedure for entry & exit via the spiral staircase

## COVID-19 Symptoms

Anyone who is displaying symptoms of COVID-19 or is self-isolating due to living with someone who is displaying symptoms or, as a result of contact tracing is staying at home to minimise the risk of spreading COVID-19, must not attend ringing. If anyone displays symptoms of COVID-19 during a ringing session, they should go home immediately.

## Face Coverings

Face coverings are mandatory in places of worship and therefore must be worn during your time in the tower. There are a number of exemptions from the guidance, including health conditions & disabilities, if these apply to you then you do not need to wear a face covering. These are the same as the guidelines for shops, public transport and other indoor space. More information can be found here:

<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>

## Arrangements

For each Sunday a band will be organised in advance, you will be notified if you are part of the band. Please only come along if you are part of the band that Sunday. You will NOT be allowed to access the tower if you are not part of the band. You will be told which bell you will be ringing in advance.

Ringling will take place from **10:45 - 11:00** for the 11am service.

A register of who has rung will be kept for 3 weeks and details of this, along with contact details of those who attended will be passed to NHS Scotland's Test and Protect scheme if necessary.

## Procedure for Ringers Attending on Sunday

- Wait at the bottom of the tower, 2m from others, until it is your turn to ascend
- Put on your mask before entering the spiral staircase
- Leave at least a 10 second gap behind the previous person, you should never be able to see the person in-front of you on the stairs
- Use the hand sanitiser at the bottom of the stairs
- Please re-sanitise your hands once you reach the ringing room
- Once you enter the ringing room keep at least 2m away from people not part of your household and move to stand next to your allocated bell
- Take your own rope off the rope spider and tie it in an “up knot”
- Ringing will take place as normal, the conductor will say what is to be rung and will call it as per normal procedure
- At the end of ringing put your own rope only onto the spider, keeping your distance from others
- Leave down the spiral staircase, one at a time with at least a 10 second gap behind the previous person
- Use the hand sanitiser at the bottom of the stairs as you leave the tower
- Once outside your mask can be removed

## Procedure for Appointed Keyholder on Sunday

- As keyholder you will be responsible for ensuring that all of required “touching” tasks are carried out by the nominated person to ensure that only one person touches each surface during a session to minimise the risk of surface transmission between ringers.
- The keyholder should unlock and open the downstairs door & switch on the staircase light
- The keyholder should ensure that the staircase hand sanitizer is available
- The keyholder should open the ringing room door and leave it open
- The keyholder should switch on the ringing room lights
- Once another ringer has entered the ringing chamber, open the two windows
  - One person should move the ladder, climb it to open the windows and return it to the corner
- The ringer of the 4 should lower the spider, once everyone has removed their rope raise it again
- At the end of the ringing session the ringer of the 4 should lower the spider, once everyone has put their rope on raise it again
- Close the windows while there is another ringer still in the ringing room
  - The same person who opened the windows should close them
- The keyholder should switch off the ringing room lights and lock the ringing room door
- The keyholder should switch off the staircase lights and lock the staircase door

## Other Risks

This procedure deals only with the risks arising from COVID-19. All of the risks of ringing and being in a bell tower still exist and should be taken into account. For example, the need to have 2 people present when working in the bells still exists, even if they need to be socially distanced.

Please note that the loss of control of a bell presents a considerably greater & more immediate danger than the risk of COVID transmission; making the situation safe will take precedence over the need to socially distance. Once the situation is under control, ringing will not commence again until any risk of virus transmission has been minimised (hand sanitisation etc, as appropriate) and actions have been taken to prevent a similar incident recurring.