

Risk Assessment for Return to Bellringing at St Mary's Cathedral, Glasgow

Provost: The Very Rev Kelvin Holdsworth

Assessment carried out by: Ruth Marshall (Tower Captain)

Date assessment undertaken: 12 August 2020

Date of next review: 1 October 2020

The purpose of this risk assessment is to address any issues arising in preparation of a return to ringing with effect from Sunday 16 August for sessions of Sunday service ringing. It should be noted that there is currently no intention to teach learners, hold regular practice nights or attempt any longer periods of ringing such as peals or quarter peals. This position will continue to be reviewed in line with guidance from the Central Council of Church Bell Ringers (CCCBR) and Scottish Association of Change Ringers (SACR) and a further risk assessment will be submitted when it is considered safe to expand ringing activities.

What is the hazard?	Who might be harmed and how?	What is already done to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the actions?	When should the actions be completed?	Done (date)
Bell Maintenance due to lack of use since March 2020.	Ringers - caused by a failure of a part of the fixtures & fittings of the bells.	Regular checks of fixtures & fittings of the bells are undertaken by the Steeple Keeper.	Before any bells are rung, the Steeple Keeper will undertake a maintenance check of the condition of the bells and rectify any issues.	Steeple Keeper	Prior to ringing commencing.	Scheduled for 13/14 August.
Tower Maintenance	Ringers – if damage to the fabric of the tower or state of the ringing room.	Regular checks have been undertaken of the state of the access stairwell and ringing room by the Tower Captain (as controlled access has been granted over lockdown period to telecoms providers)	Last inspection was 5 th August so over required 72 hours between sessions. The Steeple Keeper will do final check during the Bell Maintenance inspection.	Steeple Keeper	Prior to ringing commencing.	Scheduled for 13/14 August.

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Ringers attending sessions when they have Covid-19 symptoms	Other Ringers	All ringers due to attend a session will be provided with a 'Procedure for Ringing' document that will state that anyone with Covid symptoms, who has tested positive or been in contact with anyone with symptoms, must not participate until they have self-isolated for the recommended time (2 weeks)	Ensure this Procedure is circulated regularly so all ringers are reminded of their responsibilities.	Ringling Master	Ongoing - prior to any ringing session.	ongoing
Confined Access Staircase	All	The spiral staircase is narrow and not well ventilated and therefore ringers do not attempt to pass anyone on it.	The doors to the staircase will be opened at the base of the tower and into the Ringing Room to allow for maximum ventilation by the first person entering the tower. Ringers will be advised in the Procedures to allow a reasonable gap (5s-10s) between them and person in front when climbing the stairs. Hand sanitizer will be available for use as ringers enter the bottom of the staircase and as they come into the Ringing Room.	All	Each session	ongoing

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Lack of Ventilation in Ringing Room	All - it is not possible to ensure that any infectious aerosols are diluted and flushed out.	High level doors in Ringing Room that open onto roof level can be opened to increase ventilation.	<p>Ensure ladder to allow access to open the doors is cleaned between sessions and/or limit the people using it.</p> <p>It is noted that the Ringing Room at St Mary's is large and if it is not possible to open the doors due to bad weather than then volume of room is still a good size to allow air to circulate with the staircase doors open.</p> <p>Furthermore, ringing sessions will be limited to no more than 15 minutes.</p>	Tower Captain to appoint responsible person for each session	Ongoing – prior to and at sessions	ongoing
Social Distancing Compliance	Ringers - if standing too close when ringing the bells from the Ringing Room.	Measurements have been taken to confirm which bells can be rung allowing the distance between ringers to be maintained at 2m in any direction. It has been established that the rope circle is over 2m in diameter.	<p>Only bells 1, 2, 4, 6, 8 & 10 will be rung with 10, 1 & 2 to be rung by a household bubble otherwise 1 will not be used. This is the most musical combination and will also allow for the bells to be left in the UP position as they are situated away from the access door & ladder to access telecoms in the Bell Chamber. Face coverings will be worn by all during the sessions (unless a person is exempted for health reasons under Scottish Government guidance).</p>	<p>Ringling Master will appoint bells to ringers prior to a session – only one person will ring one bell each in a session and will remain close to their rope during any breaks in ringing.</p>	Ongoing – prior to and at sessions	ongoing

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Bells left in UP position between sessions	Telecoms Engineers when passing through the Bell Chamber to access equipment.	All visits to site by telecoms engineers are being arranged via the Tower Captain and engineers accompanied when in the tower.	Temporary barrier will be created in the Bell Chamber to prevent access into the Bell frame & pit (area under the bells) and improved warning signage erected.	Steeple Keeper	Prior to ringing commencing.	Scheduled for 13/14 August.
Inexperienced Ringers	Inexperienced Ringers – if they lose control or need help.	The ringers should be sufficiently experienced and competent that there is no need for tutors or helpers, to eliminate the risk of sharing ropes and minimise the number of people involved.	Regrettably, no learners or recent starters who could lose control or need help will be invited to ring. Please note that in the unlikely event of someone losing control, helping recover the bell takes precedence over transmission risk. Ringing will not commence after such an incident 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.	Ringling Master	Ongoing - prior to any ringing session.	ongoing

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Sudden illness or accident involving injury to ringers	Any person in the tower	There is basic first aid available. The postcode of the tower is displayed to ensure that emergency services are accurately advised.	A responsible person would be sent down the tower staircase to meet the emergency services and show them access. Ringers would follow instructions of the emergency services.	Ringing Master	In the event of emergencies	ongoing

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