

COVID-19 Return to Ringing Assessment Sample Form

How to use this sample assessment.



This has been put together to compliment the guidance notes produced by the Central Council, which can be found here: <https://cccbr.org.uk/coronavirus/>

Firstly, please do not be put off by the size of this. It is intended to cover many scenarios that may exist within the guild. Not every line will apply to your tower. Consider your tower's environment and then use the lines that are nearest to your situation to give you ideas as to actions you might be able to implement. Similar lines are highlighted alternately, to help with readability.

Remember that you can have as many actions for a particular hazard as necessary. Remember that several small actions can be both easier to implement and may be more effective than a single large scale action.

Always check that the action you are proposing does not introduce other physical hazards. One example might be in ventilation; having a fan perched on a window sill may well increase the ventilation, but does it now come with a trailing cable as a trip hazard, and can the fan easily fall off the window sill and hit someone? Another is if you use a rope as an aid to ascending or descending a spiral staircase. It could be subject to multiple people using it, so removing it might reduce the cross contamination risk. However you should consider that spiral staircases are often slightly worn and that falling down a staircase can cause considerable injury. In which case it may be better, on balance, to leave the rope in position and for only people who need to use it to do so. Always keep general safety in mind.

When we discuss ventilation, we are wanting to bring fresh air into the chamber, and move the stale air out – not merely move around the air that is in the space. Ideally you will have 2 openings, one bringing fresh air in, the other allowing the existing air to leave. Think about the flow of air through the room and how you can ventilate the whole space. This should be a gentle breeze, not a howling gale; we do not want to cause missed sallies as they've just been blown across the room!

We have not indicated a risk scoring, this will be specific to your tower's circumstances and will be your assessment of the perceived risk. These are often best completed as a team, as you can bounce ideas around, rather than the identification of hazards and possible actions having to come from one person. Different people may see different things that an individual may miss.

Take into account your ringers. When assessing if there are points on the stairs that are difficult, or require use of a handrail, don't use your youngest, fittest, most gazelle like ringer! They probably can spring up the stairs in a single bound; some of the rest of us need a little bit more help.

There is help available, you are not on your own. If it would help to talk it through we can do that. If you're really struggling, a visit can be arranged to help you with it. This should enable you to take a considered approach to returning to ringing, it should not form a hurdle of itself.

We hope that this helps, PDGCBR Exec.

			cleaning regime – must be documented				
Padlock	Padlock on church gate/door etc (potentially multiple users)		Padlock to be unlocked in the morning and locked in the evening by the same person, or by limited number of identified people (reduce number and frequency of contacts) (note – other risks of leaving the padlock unlocked to be reviewed)				
Padlock	Padlock on tower door/access – Padlock only used by ringers and those accessing the tower, limited number and frequency of contacts.		Potentially none needed, depending on access frequency				
Padlock	Padlock on tower door/access		Padlocks can be sanitised on a regular basis, as part of the church's cleaning regime – must be documented				
Fire and intruder alarm	Key fob system, one on the tower keys. Key fob is held and used by a single person		None needed.				
Fire and intruder alarm	Touch pad system, contact by multiple users in a day/week		Touch pad can be sanitised on a regular basis, as part of the church's cleaning regime – must be documented				
Fire and intruder alarm	Touch pad system, contact by multiple users in a day/week		Alarm system to be turned on in the morning and off in the evening by the same person, or by limited number of identified people (reduce number and frequency of contacts)				
Door handles (etc) and touch points	Door handle touched by multiple people as enter and exit the church		Can the door be left ajar? Meaning only the first/last person has to touch the door handle?				
Door handles (etc) and touch points	Door handle touched by multiple people as enter and exit the church		Can ringers meet and enter as a small group? Only opening the door once				
Door handles (etc) and touch points	Door handle touched by multiple people as enter and exit the church		Door handles and touch points can be sanitised on a regular basis, as				

			part of the church's cleaning regime – must be documented				
Door handles (etc) and touch points	Door handle touched by multiple people as enter and exit the church		Sanitiser provided inside, such that hands can be sanitised after touching multiple use touch points				
Light switches	Light switches touched by multiple people in the course of a day/week		Light switches sanitised on a regular basis, as part of the church's cleaning regime – must be documented				
Light switches	Light switches touched by multiple people in the course of a day/week		Lights to be turned on in the morning and off in the evening by the same person, or by limited number of identified people (reduce number and frequency of contacts)				
Access and other church users	Dedicated access not through the church – no other people likely to access the same space or be present.		None required over and above the remainder of this assessment				
Access and other church users	Access through the church		Follow the church's one way system (if in place) when accessing the ringing chamber via the church				
Access and other church users	Access through the church, no one else likely to be in when ringers arriving and leaving		Route and touch points sanitised on a regular basis, as part of the church's cleaning regime – must be documented				
Access and other church users	Access through the church, likely to be occupied (for example in a day time practice or service ringing)		Route for access to be defined, taking into account numbers and needs of other users present.				
Access and other church users	Access through the church, likely to be occupied (for example in a day time practice or service ringing)		Staggered entrance arrangements				
Access and other church users	Access through the church, likely to be occupied (for example in a day time practice or service ringing)		Ensure social distancing between those of different households.				
Access and other church users	Ringling in the chancel crossing/ground floor tower open to the church		Consider barriers to prevent non ringers accessing area all the time/ when ringling in progress.				

Access and other church users	Ringling in the chancel crossing/ground floor tower open to the church		Touch points sanitised on a regular basis, as part of the church's cleaning regime – must be documented				
Access and other church users	Ringling takes place in a route into church		Can an alternative entrance be made available to minimise traffic?				
Access and other church users	Ringling takes place in a route into church		Consider barriers to prevent non ringers accessing area when ringling in progress.				
Access and other church users	Ringling takes place in a route into church		Touch points sanitised on a regular basis, as part of the church's cleaning regime – must be documented				

Ringers

Consider who is coming to ring, what age group and health status are your ringers

Health status particularly at risk groups	Those from at risk groups (be that on grounds of age, lung or existing medical condition that may increase the severity of infection)		Have an honest and open conversation with those ringers. They should not feel obliged to ring if they feel it would be best for their health to remain at home. If they choose to ring, that is their decision, as long as the tower has made them aware of the risks that exist. Share this assessment with them.				
Health status	Coughing or sneezing during ringling causing either an increased infection risk or a ringer trying to catch the cough/sneeze and losing control		If the environment tends to encourage coughs or sneezes (particularly dusty for example) consider how to control this				
Health status	Coughing or sneezing during ringling causing either an increased infection risk or a ringer trying to catch the cough/sneeze and losing control		Consider telling ringers to stop, rather than cough or sneeze in an unconstrained way.				
Health status	Coughing or sneezing during ringling causing either an increased infection risk or a ringer trying to catch the cough/sneeze and losing control		Consider if someone prone to coughs or sneezes would be the best choice of ringer to invite				
Health status	Coughing or sneezing during ringling causing either an increased infection risk or a ringer trying to catch the cough/sneeze and losing control		Consider requesting ringers to wear a face covering to minimise presence of virus in the atmosphere				

Symptoms	Those displaying symptoms – infection risk		Ensure that no-one with Covid 19 symptoms comes ringing. A checklist of questions is suggested, anyone answering in the positive should not be ringing.				
Symptoms	Those displaying symptoms – infection risk		Anyone displaying symptoms should not attend ringing until the 14 days self isolation period has expired				
Symptoms	Those who should be self isolating due to symptoms		Ensure that no-one who has been in contact with someone displaying symptoms comes ringing				
Symptoms	Those who should be self isolating due to proximity to a known contact		Ensure that no-one who has been informed that they have been in contact with a positive tested person comes ringing				
Symptoms	Those who subsequently display symptoms – infection risk		Ensure that anyone who displays symptoms within 7 days informs ringing master and that they inform all ringers who were present.				
Hygiene	Spitting or licking hands to improve grip. Cross contamination risk		It's disgusting. Seriously, stop it.				
Hygiene	Spitting or licking hands to improve grip. Cross contamination risk		If grip is a problem, consider provision of liquid chalk or other grip aid, such as those used in climbing or weightlifting. These cause minimal damage to ropes.				
Hygiene	Maintain good hygiene to avoid cross contamination		If a hand washing facility is available, encourage each ringer to wash their hands before and after ringing.				
Hygiene	Maintain good hygiene to avoid cross contamination		Provide hand sanitiser for each ringer to use before and after ringing				
Hygiene	Maintain good hygiene to avoid cross contamination		Avoid touching your face, fiddling with face coverings, etc				
Hygiene	Maintain good hygiene to avoid cross contamination		Avoid touching anything it is not essential to touch whilst in the ringing room or church.				

Register	Know who was present to communicate contacts, if asked		Keep a register of attendees at each session				
Register	Know who was present to communicate contacts, if asked		Comply with the church's register of attendees				
Access to the Ringing Chamber							
How do you reach the ringing chamber? Is it a ground floor tower with a large opening to the church? Is it only a limited number of steps to the ringing room? Do you have to climb a long staircase? Is it a difficult access with areas that require holding a handrail or other aid?							
Stairways	None –Ground floor ringing room.		None required, should all be captured in previous section.				
Stairways	Short easy staircase, (approx.. a single storey) with no need to use a handrail		Each household to access at intervals to allow each ringer to exit the staircase at the top before the next enters at the bottom.				
Stairways	Longer staircase, still no need to use a handrail		Each household to access at intervals, allowing at least 30 seconds between adjacent ringers/households.				
Stairways	Longer staircase, still no need to use a handrail		Ascend without gaining on the person in front, consider allowing a longer interval after those known to be slower.				
Stairways	Staircase with need to use handrail/other aid due to length or complexity at certain points		Each household to access at intervals, allowing at least 30 seconds between adjacent ringers/households.				
Stairways	Staircase with need to use handrail/other aid due to length or complexity at certain points		Ascend at designated intervals, without gaining on the person in front, consider access in order of speed of climbing, slowest last.				
Stairways	Staircase with need to use handrail/other aid due to length or complexity at certain points		Touch points sanitised on a regular basis, as part of the church's cleaning regime – must be documented				
Stairways	Staircase with need to use handrail/other aid due to length or complexity at certain points		Sanitiser provided in ringing room – to be used on entry to ringing chamber/returning to ground level, after touching handrail/other aid.				
Stairways	Staircase with need to use handrail/other aid due to length or complexity at certain points		Consider provision of gloves for access, to avoid multiple people				

			touching the same access aid in quick succession. To be disposed of after a single use.				
Stairways	Ringers needing assistance on the stairs or access route		Unless they can be assisted by a member of their household or bubble, ringers needing assistance should not be invited to gain access to the ringing room				
Doors	Door into ringing room has no window		Consider arranging arrival at time to start ringing, staggering entrance				
Doors	Door into ringing room has no window		Consider notice 'do not enter until ringing stops and invited in' so that people inside can clear doorway.				
Doors	Door into ringing room has no window		Consider asking people to wait at the bottom of the stairs until ringing ceases, then coming up. Avoids people waiting on the stairs and allows the door to be free of people when the newcomers enter.				

In the ringing room – physical layout

It may help to draw a plan of the chamber, marking rope positions, doors, windows, ventilation, seating and anything else of note. This does not need to be to scale, a sketch with measurements is equally as helpful.

Ventilation	Door/windows in 4 walls can be opened to provide through draughts		Ventilation adequate, no additional actions required				
Ventilation	Door/windows in 4 walls can be opened to provide through draughts		Consider a fan in one opening to encourage ventilation even if the wind is not in a convenient direction (location to be considered with care to avoid adding trip hazard, fan falling dangers etc) Ventilation should be a gentle breeze to encourage air changes, not a gale sufficient to blow sallies around!				
Ventilation	Door/windows in opposite walls can be opened to provide through draughts		Locate a fan in one opening to encourage ventilation even if the wind is not in a convenient direction				

			(location to be considered with care to avoid adding trip hazard, fan falling dangers etc)				
Ventilation	A door/window and a trap in the ceiling can be opened.		Consider using a fan in the trapdoor to increase ventilation through the chamber by drawing air upwards through the trap (note, this may need multiple fans of considerable strength to be effective, depending on the height of the ringing chamber and size of the trap.) (location to be considered with care to avoid adding trip hazard, fan falling dangers etc)				
Ventilation	Multiple openings possible but in adjacent walls.		Consider how to improve ventilation by use of 1 fan blowing air into the room through one window and a second sucking it out through another. (note may need multiple fans to be effective, may need care in positioning to achieve best possible ventilation without adding risks, trip hazard, fan falling dangers etc)				
Ventilation	No ventilation possible		Consider limiting number of people and duration, and introducing face coverings, to limit exposure in an enclosed space.				
Ventilation	No ventilation possible		Consider delaying ringing until perceived risk diminishes				
Ventilation	Regardless of ventilation status		Consider requesting ringers to wear a face covering in order to limit presence of airborne virus				
Ventilation	Does the tower have a tendency to damp? The virus will survive longer on damp surfaces.		Consider if a humidifier (does not need to be electrically powered) can be introduced to dry the environment.				

Rope locations	Ropes more than 1.5 m apart (adjacent) and 2 m apart (across the circle)		No actions over and above the remainder of this assessment required				
Rope locations	Ropes at about 1 m (adjacent) and 2 m (across the circle)		Consider which bells can be rung and remain at sufficient distance between households. Can ringers from the same household ring the closer bells?				
Rope locations	Ropes at about 1 m (adjacent) and 2 m (across the circle)		Request ringers to wear a face covering in order to limit presence of airborne virus (or as required in law)				
Rope locations	Ropes at about 1 m (adjacent) and 2 m (across the circle)		Ringers to face centre of circle, not the ringer they are following. Side to side poses a lesser risk than face to face contact				
Rope locations	Seating areas within 2 m of ropes		Consider limiting numbers present to just those ringing, no one sitting out while ringing is in progress				
Rope locations	Ropes closer than 1 m (adjacent and across the circle)		Ringling these bells may be considered inadvisable until the perceived risk diminishes				
Clock hammers, spiders, louvre closures (etc)	Touched at start and end of ringing, could be by multiple people		Assign a single person to put these on and off at the start and end of the session (limiting person contact)				
Clock hammers, spiders, louvre closures (etc)	Touched at start and end of ringing, could be by multiple people		Assign a single person to put these on and off at the start and end of all sessions (if <72 hrs between consecutive sessions)				
Clock hammers, spiders, louvre closures (etc)	Touched at start and end of ringing, could be by multiple people		Touch points sanitised on a regular basis, as part of the church's cleaning regime – must be documented				

Food/drink refreshments	Sweetie jar, biscuit tin, kettle and tea mugs, wine bottles etc		To be removed for the duration.				
Paper materials	Access to diagrams, guild newsletters, pew sheets, learning materials etc		To be removed, or placed out of bounds, for the duration				
Paper materials	Access to diagrams, guild newsletters, pew sheets, learning materials etc		Paper materials to be provided by the ringers themselves – provide files for printing by ringers as needed. No sharing of materials				
Paper materials	Access to diagrams, guild newsletters, pew sheets, learning materials etc		To be made available electronically for reading at home				
Paper materials	Access to diagrams, guild newsletters, pew sheets, learning materials etc		Paper materials to be provided one per person (if strictly necessary) No sharing of materials				
Paper materials	Register taken		To be completed by one person, to avoid multiple people using the same pen				
Paper materials	Register taken		Comply with any register of entry and exit as maintained by the church				
Paper materials	Visitors book		To be removed for the duration				
Paper materials	Visitors book		To be completed by one person, to avoid multiple people using the same pen				
Furniture	Moveable chairs, tables, book shelves etc. These may be positioned to prevent suitable social distancing.		Consider moving or removing furniture temporarily to allow for improved flow and distribution of people				
Furniture	Moveable chairs, tables, book shelves etc. These may be positioned to limit good ventilation.		Consider moving or removing furniture temporarily to allow for improved ventilation				
Furniture	Moveable chairs, tables etc. presenting as a touch point (Furniture that is touched repeatedly may cause a similar infection risk to door handles and other touch points)		Consider moving or removing furniture temporarily to remove unnecessary touch points.				
Furniture	Moveable chairs, tables etc. presenting as a touch point (Furniture that is touched repeatedly may		Consider signage, tape other indication to reduce likelihood of furniture being used/touched.				

	cause a similar infection risk to door handles and other touch points)						
Furniture	Moveable chairs, tables etc. presenting as a touch point (Furniture that is touched repeatedly may cause a similar infection risk to door handles and other touch points)		Touch points sanitised on a regular basis, as part of the church's cleaning regime – must be documented (especially if <72 hours between successive ringing occasions)				
Furniture	Moveable boxes that need to be put into place and returned		Assign a single person to put these in place and return (limiting multiple person contact)				

In the Ringing Room – Planning

Consider when you ring, what is the interval between sessions; if less than 72 hours, additional considerations may be needed. Consider who is coming to ring, how many people can the tower accommodate, how many bells can you ring while maintaining social distancing between households, what age group and health status are your ringers. Which bells do you choose to ring when limiting ringers to bells

Population distribution	People congregate around the ringing room entrance – not maintaining social distancing		Ask everyone to move away from the door on entry to facilitate access.				
Population distribution	People stand and chat in ringing room – not maintaining social distancing		Consider how to distribute people to maintain a safe distance.				
Population distribution	People stand and chat in ringing room – not maintaining social distancing		Consider markers for safe distances on the floor				
Population distribution	People stand and chat in ringing room – not maintaining social distancing		Consider marker of safe distance on the wall, as a visual reminder of how far 2 m is.				
Population distribution	Number present – not able to maintain social distancing		Consider if you need to limit numbers of attendees.				
Population distribution	Number present – not able to maintain social distancing		Unexpected visitors may be turned away				
Population distribution	Those present all from 1 household		None needed over and above the rest of this assessment				
Population distribution	Those present from multiple households		If you're able to could you restrict number of households present at any one time				
Population distribution	Those present from multiple households		Consider requesting ringers to wear a face covering in order to limit presence of airborne virus				

Population distribution	Those present from multiple households		Consider limiting the duration of ringing to limit exposure between households.				
Population distribution	Those present from multiple households		Provide hand sanitiser to minimise potential cross contamination				
Population distribution	Ringers attending multiple sessions, increasing cross contamination risk		Ringers to confine themselves to a limited number of different ringing towers				
Population distribution	Ringers attending multiple sessions, increasing cross contamination risk		Ringers ring together at multiple towers – ringing takes place at multiple towers but with the same (or very similar) population.				
Rope contact	Multiple ringers on the same bell in one ringing session (cross contamination risk)		Consider limiting 1 person to 1 bell (or 1 household of n people to n bells) for the duration of a ringing session (including ringing up & down)				
Rope contact	Multiple ringers on the same bell in one ringing session (cross contamination risk)		Use hand sanitiser to clean hands before and after each piece of ringing				
Rope contact	Multiple ringers on the same bell in quick succession (cross contamination risk)		Consider using anti bacterial wipes to clean ropes between ringers (Note – this is probably more effective on tail ends than sallies)				
Rope contact	Multiple ringers on the same bell in less than 24 hours (cross contamination risk)		Consider using anti bacterial wipes to clean ropes between ringers (Note – this is probably more effective on tail ends than sallies)				
Session Planning	Number of ringers present. More people increases contamination risk		Consider ringing the minimum number of bells appropriate for the occasion.				
Session planning	Ringing heavier bells expends more energy and involves heavier breathing effort.		Consider a lighter set of bells (taking into account rope spacing) if the option presents itself. The front 6 versus the back 6, for instance.				

Session planning	Avoid need for loud shouting or excess conducting, as involves heavier breathing effort		If the bells are loud, keep ringing compositions simple to minimise need for conducting				
Session planning	Avoid need for loud shouting or conducting, as involves heavier breathing effort		Keep method selection within the scope of the ringers present to minimise need for conducting				
Session planning	Standing behind a learner to give advice		Not possible – ring within range of those ringing. Keep it simple initially				
Session planning	Teaching a learner face to face		If the tutor and learner are from the same household or bubble, a teaching session could be considered, ensuring that this does not have an adverse effect on the rest of this assessment				
Session planning	Teaching a learner face to face		Not possible – postpone initial learning until restrictions are cancelled.				
Intervals between ringing	Calculate interval between consecutive ringing sessions. >48 hours		None required over and above the remainder of this assessment				
Intervals between ringing	Calculate interval between consecutive ringing sessions <48 hours		Touch points within the ringing room to be sanitised between sessions, as part of the church's cleaning regime – must be documented				
Duration of ringing	Infection risk increases the longer people spend in close proximity.		Restrict ringing to a set time. This may be influenced by items such as ventilation, number present, and other control measures in this assessment				