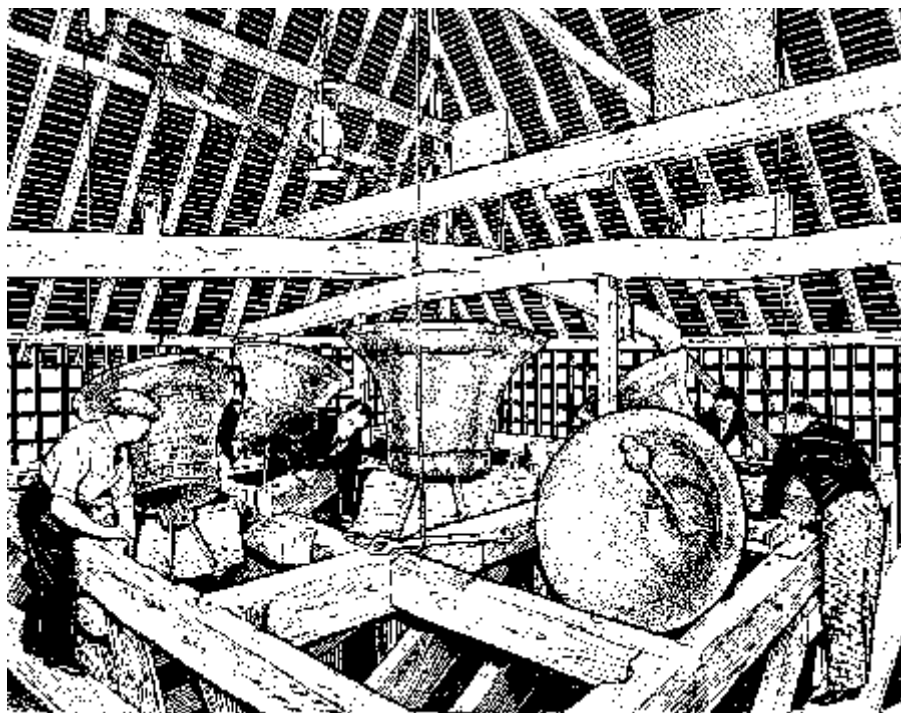


St Mary The Virgin Church

East Bergholt

Ringers' Handbook



February 2023

This document describes the responsibilities, chain of command, procedures and training manual for ringing the Bells at St Mary the Virgin Church, East Bergholt.

The master of this document is held at:

<https://www.achurchnearyou.com/church/2067/page/67142/view/>

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Definition of Terms

Ringer – a recognised ringer of the bells of St. Mary's Church, East Bergholt whose name is listed in the Ringing Diary

Approved Learner – a person who is training to ring the bells of St. Mary's Church, East Bergholt and holds a signed copy of this Handbook and Certificate of Competence.

Certificate of Competence – this is Appendix A – Certificate of Competence

of this handbook and it holds the formal training record for the person owning this handbook.

Stay – name for the metal fastening on the frame and pin in the headstock that supports the bell when it is in the “up” position.

Headstock – the wooden block supporting the bell.

Up position (for a bell) – the mouth of the bell is facing upwards with the pin in the headstock resting against the stay.

Down position (for a bell) – the mouth of the bell is facing downwards. This is the stable position for the bells.

Set a Bell – swinging a bell such that it reaches and stays in the “up” position.

Ringing Diary – a book held in the Bell Cage and used to record such things as: names of ringers, incidents, maintenance inspections, dates of special occasions, and any other points worthy of record.

Bell Frame – the wooden structure supporting the bells, as distinct from the outer walls and roof.

Appropriately dressed – wearing clothing, footwear and other personal “adornments” suitable for operating moving machinery, i.e. close fitting about the body and arms, no necklaces, bracelets, etc.

Push off – refers to raising the bell from the stay to the balance position and, on signal, to set it swinging.

Ringing Fleeter – when ringing, to let the bell swing to a lesser depth, i.e. to swing faster.

Ringing Deeper – when ringing, to push the bell harder causing it to swing to a greater depth, i.e. to swing slower.

Responsibilities

Ultimate Responsibility

The Bell Cage and its contents are part of the fabric & curtilage of St. Mary's Church, East Bergholt. The ultimate responsibility in law for the fabric of the Bell Cage and the conduct of activities on the premises rests corporately with the Rector and Parochial Church Council (PCC).

Chain of Responsibilities

The Bell Captain, Vice Captain and Ringers are answerable to the Rector and the Church Council. The Bell Captain is an experienced Ringer whose appointment is approved by the Rector and Church Council in consultation with the Bell ringers.

Church Wardens and PCC Responsibilities

The Church Wardens and PCC are ultimately responsible for the upkeep of the bell cage, to ensure the frame, bells and structure are sound and in good working order. The Bell Captain or Vice Captain must report any problems to the Church Wardens, indicating where possible, the degree or risk or urgency in resolving the problem. This includes both minor and major problems. It is the responsibility of the Church Wardens to ensure repairs are completed in a timely manner.

The Church is responsible for providing any safety equipment required by the ringers (e.g. ear defenders).

The PCC must nominate a Health and Safety Officer who, in conjunction with the Bell Captain and Vice Captain perform safety audits at least twice per year. These audits should be recorded and signed off in the Ringers' diary.

Informing the Bell Captain, Vice Captain or a nominated representative of weddings planned for the year and the recommended fee for having the bells rung at the wedding.

Bell Captain's Responsibilities

The person appointed as Bell Captain must understand and be prepared to work within the legal framework of the ownership and responsibility for the Bell Cage.

On any particular occasion, the Bell Captain, Vice Captain or a named Ringer authorised by the Bell Captain or Vice Captain, as appropriate has the ultimate responsibility for deciding who is allowed into the Bell Cage and who rings each bell. Each has full authority to stop ringing, prevent a Ringer or Approved Learner from ringing or to ask anyone to leave the Bell Cage.

Former ringers will not be allowed to ring once they have left. They would need to re-join East Bergholt Bell Ringers to ring and be covered by insurance.

The Bell Captain should seek to ensure a full team of Ringers (normally five) is available on Sundays and for other occasions as requested by the Rector or Church Wardens.

A written report for the Annual General Meeting of the Parochial Church Council will be submitted in January to the P.C.C. Secretary by the Bell Captain listing the current ringers and Approved Learners. Any incidents and concerns about the fabric raised during the previous 12 months and Treasurers report.

The Bell Captain or his nominee is responsible for informing the Churchwardens in writing of any incidents or concerns they may have about the ringing of bells, or the Bell Cage fabric. This must be completed and recorded in the Ringers' diary without delay and is open to inspection.

A Ringer is nominated by the Bell Captain in order to ensure regular maintenance checks of the bells, bell frame and cage are performed (Appendix D). When necessary, a Church Warden will be informed and the advice of an expert such as the Diocesan Bells advisor or Bell Founders sought.

The Bell Captain with the assistance of the Vice Captain shall maintain the master copy of this Handbook and ensure an up-to-date copy is held in the Bell Cage. Request for changes will be recorded in the Ringers' diary and reviewed annually by the ringers and the PCC in January of each year.

A Ringers' diary will be maintained by the Bell Captain, Vice Captain or the authorised ringer present. The diary will record those who rung at each session and any incidences, concerns or unusual occurrences.

The Bell Captain must arrange a half yearly Health and Safety meeting. The following people or their nominees must be present: Bell Captain, Vice Captain, bell Safety Warden and a PCC Health and Safety representative. The PCC is responsible for ensuring the attendance of their Health and Safety representative.

The Bell Captain, Vice Captain or a nominated representative are responsible for receiving any requests, from the wedding couple, for the bells to be rung at weddings and liaising directly so that the appropriate payments are collected. They are responsible for ensuring ringers are available on the date and that the payments is distributed according to the wishes of those who rang.

The Bell Captain and/or Vice Captain are responsible for arranging the annual maintenance and safety check by Taylors

Ringer's Responsibilities

It is the responsibility of each ringer to maintain his or her copy of this Handbook from the approved master held at <https://www.achurchnearyou.com/church/2067/page/67142/view/> or from the copy held in the Bell Cage (copying facilities are available in the Church). They must also be familiar with its contents particularly the chain of responsibilities and rules.

Every Ringer is responsible for both their own safety and the safety of others. Ringers must be aware of the possible risks and that they and other people in the Bell Cage act in a safe manner and conform to these instructions.

In accordance with Diocesan regulations, all Ringers must complete appropriate basic safeguarding training, known as C0. This can be completed online using the link <https://safeguardingtraining.cofeportal.org/>. (Occasionally face to face training is provided within the Benefice when demand dictates). The ringers must ensure that any qualification certificates are submitted to the Benefice Safeguarding Officer. The Bell Captain is also required to take the Diocesan leadership safeguarding course every three years.

Ringers and Learners should ensure they are familiar with the procedures for dealing with an accident as detailed in Appendix B.

Everybody should help in ensuring the future of ringing at East Bergholt by actively recruiting new ringers when necessary.

Trainee's Responsibilities

In addition to the Ringer's responsibilities above, trainee ringers and the Bell Captain and/or Vice Captain, are responsible for recording all training sessions and achievements on the Certificate of Competence (

Rights of Appeal

Any Ringer or Approved Learner has the right to appeal against any decision taken by the Bell Captain, Vice Captain, or Churchwardens. Such appeals should be made to the Rector or Vice Chairman of the Parochial Church Council. The decision of the PCC will be final.

Rules

General

- A list of all people qualified to ring the Bells is held in the Ringers' Diary. Approved Learners are identified by means of their Certificate of Competence. Only Ringers and Approved Learners are allowed to ring the bells.
- Under normal circumstances nobody, other than Ringers and Approved Learners will be allowed in the Bell Cage while the bells are being rung or swung.
- In accordance with the church's insurance policy, no more than seven ringers should be in the bell cage at any one time
- Approved Learners and Ringers must be 18 years of age and to a nominal maximum age of 80 years.
- Before one or more bells are rung there must be a minimum of three responsible adults present, one of whom must be the Bell Captain, Vice Captain or nominated Ringer, and at least one other Ringer or Approved Learner.
- Ringers and Approved Learners should ensure they are appropriately dressed, physically fit and their judgement is not impaired by drink, drugs or through any other cause.
- BS approved ear defenders must be worn by everybody inside the Bell Cage while the bells are being rung.
- Smoking (or any other naked lights) is prohibited inside the Bell Cage.
- While the bells are not in use, they must be either locked in the up position or left in down position. Only authorised Ringers are allowed to hold keys to the bell locks.
- The Bell Cage must be kept locked at all times when a Ringer or Churchwarden is not present. The Bell Cage keys will only be held by nominated Ringers. A spare set is secured in the Church available only for the use of Churchwardens and a P.C.C. Health and Safety Representative.
- It is recommended that all ringers and approved learners should seriously consider being members of the Suffolk Guild of Ringers <https://www.suffolkbells.org.uk/> A small annual subscription gives extra insurance cover, access to specialist information, guidance and regular updates. The Bell Captain or Vice Captain to notify the Rector and Churchwardens of new learners as soon as they receive their copy of the Handbook.
- Other than to gain access to the Tenor nobody should walk or climb over the Bell Frame. If this is necessary, for example to gain access to the bells for maintenance purposes, ALL the bells should either be let down or locked in the up position and there should be at least one other responsible adult present in the Bell Cage.
- The bells should only be set on an anti-clockwise swing so they are in the correct position to be locked upright.
- The cupboard containing the first aid box, etc. must remain unlocked at all times the bells are being rung.

Rules for Approved Learners

- All ringers will be trained by the Bell Captain and Vice Captain with support from other trained ringers. The
- The process from Approved Learner to Ringer is in 4 stages as set out in Appendix A. Stage 5 is additional training for Ringers.
- Approved Learners cannot progress to the next stage of their training unless both they and the Bell Captain or Vice Captain are satisfied the objectives for the current stage have been met and the appropriate section of the Certificate of Competence signed.
- Only Ringers may assist with the training. Approved Learners are not allowed to assist with training or advising other Approved Learners.
- While ringing an Approved Learner who has not reached Stage 4 of their training must have at least one other non-ringing Ringer in attendance and able to take over their bell.
- No training will take place unless the Bell Captain or Vice Captain are present.
- Only in exceptional circumstances will an Approved Learner be allowed to ring a bell other than the one they are being trained on until they become a Ringer.
- When an Approved Learner is taking part with ringers in a multiple ringing session, at least one other Ringer, who is not ringing, must be present in the Bell Cage to assist the Approved Learner as necessary.
- Approved Learners must return their Handbook and Certificate of Competence should it be decided by either themselves or the Bell Captain or Vice Captain that they are not suited to ringing these bells. Any decision by the Bell Captain or Vice Captain is final.

Removal of Ringers from the list

Ringers' names will remain on the list in the Ringers' Diary while they continue to attend ringing sessions on practice days, Sundays or special occasions, demonstrating their attendance by recording in the Ringers' Diary. Their names will be removed from the list if:

- They request its removal.
- They do not attend a ringing session for a period of one year.
- They act in a way that endangers their own or the safety of others.
- On a joint decision of the Bell Captain and Vice Captain.
- On recommendation of the Rector and Church Wardens.
- If they move away from the local area.

Approval of the Bell Captain and Vice Captain must be sought before a Ringer, returning after removal of their name from the list in the Ringers' Handbook, is allowed to restart ringing. The Rector and Churchwardens must be informed about the returning ringer who will add them to the Suffolk Guild of Ringers and covered by their Personal Accident Insurance. The returning ringer must be given, and become familiar with, the latest version of the Handbook. If they have been absent for an extended period they will be expected to re-train, starting at stage 4.

Training of Ringers

Before people are recognised as Ringers, they must follow the training programme set out in Appendix A. The purpose of these stages is to ensure that Approved Learners are able to safely ring the bells and are aware of the procedures.

Before anybody can become an Approved Learner, they will be interviewed by the Bell Captain and Vice Captain to ensure they are fully aware of the task on which they wish to embark and that they are suitable candidates to become a ringer. They will be made aware of:

- How they will be taught and how long it typically takes before they are able to become a fully-fledged ringer.
- Their responsibilities as an Approved Learner.
- Their responsibilities once they have become a fully-fledged ringer.
- The risks associated with ringing the bells.

The Bell Captain and Vice Captain will consider the prospective Approved Learner's:

- Physical suitability to ring the bells.
- Age and level of maturity.
- Commitment.

Providing both the Bell Captain and Vice Captain agree, the prospect will be allowed to embark on the training programme.

Ringling on Sundays, special occasions and training sessions

In addition to the rules defined above, the Bell Captain, Vice Captain or a ringer nominated by the Bell Captain must be present at rings on Sundays, special occasions and at training sessions. This person will be responsible for ensuring the general rules are followed.

Normally, the actual ringing group will comprise named Ringers. Under exceptional circumstances Approved Learners who are well advanced with their Stage 4 training may be allowed to ring with the agreement of the Bell Captain or Vice Captain.

Before ringing starts it is the responsibility of the ringer of the 3rd bell to ensure anybody who is not a Ringer or Recognised Learner has left the Bell Cage and to close the rope across the door to prevent entry while ringing is taking place. The Bell Captain, Vice Captain, nominated Ringer or ringer of the 2nd bell may agree to take on this responsibility for a given ringing session, e.g. a practice session.

Every ringer who has rung at that session should ensure their attendance is recorded the Ringing Diary before leaving the Bell Cage.

Visitors and non-Ringers in the Bell Cage

A visitor is defined as anybody who is not a prospective ringer, under the supervision of the Bell Captain or Vice Captain, Approved Learners, Ringers, Rector or Church Wardens. Visiting tower ringers, former East Bergholt Ringers and members of the PCC, for example, will be treated as visitors.

Visitors are allowed in the Bell Cage only when all the bells are either:

- locked in the up position or
- in the down position.

Visitors are **NOT** allowed in the Bell Cage when the bells are unlocked or are being rung.

Before any visitor is allowed into the Bell Cage there must be at least one Ringer present inside the Cage who has agreed to take responsibility for supervising the visitors. This ringer must ensure that:

- The number of visitors is not excessive given the number of ringers available to supervise them. (Approximately a maximum 5 visitors to one Ringer), to a maximum of 15 visitors.
- The visitors act in an appropriate manner.
- The visitors leave the Bell Cage before ringing starts.

The only exception to this rule is where work is being undertaken on either the Bells or Bell Cage, where special arrangements will be made beforehand and agreed between all concerned.

Maintenance of the Bell Cage

The Bell Captain and Vice Captain to perform a regular visual inspection of the Bell Cage, Bell Frame and Bells. This local check will be conducted annually and will be recorded in the Ringing Diary. Work requested or carried out will also be shown.

The maintenance checklist is given in Appendix D.

Appendix A – Certificate of Competence

This appendix is the Certificate of Competence for the ringer who owns this handbook. Its purpose is to provide a record/diary of the training process for an Approved Learner.

It contains:

- The Approved Learner's personal details.
- A record of the Approved Learner's progress with an entry for each training sessions.
- Dates showing progress between the training stages.
- Any ringing problems encountered and any mishaps that occurred.

This Certificate must be brought to, and an entry added to record every training session. A ringer present at that training session must initial each entry. This will normally be the Bell Captain and/or Vice Captain.

Name:	
Date of Birth:	
Date Started:	
Bell Captain and/or Vice Captain:	

I agree to follow the guidelines in this Handbook and to maintain this training record. I accept that I may be asked to leave should I act in an irresponsible way or if asked to do so by the Bell Captain or Vice Captain.

The Parochial Church Council will provide the volunteer user the same level of health and safety protection as they would in an employer/employee relationship, irrespective of whether there are strict legal duties.

Signed (Approved Learner)

Signed (Bell Captain or Vice Captain)

Date

Appendix A – DUPLICATE - Certificate of Competence to be handed to the Church Wardens

This appendix is the Certificate of Competence for the ringer who owns this handbook. Its purpose is to provide a record/diary of the training process for an Approved Learner.

It contains:

- The Approved Learner's personal details.
- A record of the Approved Learner's progress with an entry for each training sessions.
- Dates showing progress between the training stages.
- Any ringing problems encountered and any mishaps that occurred.

This Certificate must be brought to, and an entry added to record every training session. A ringer present at that training session must initial each entry. This will normally be the Bell Captain and/or Vice Captain.

Name:	
Date of Birth:	
Date Started:	
Bell Captain and/or Vice Captain:	

I agree to follow the guidelines in this Handbook and to maintain this training record. I accept that I may be asked to leave should I act in an irresponsible way or if asked to do so by the Bell Captain or Vice Captain.

The Parochial Church Council will provide the volunteer user the same level of health and safety protection as they would in an employer/employee relationship, irrespective of whether there are strict legal duties.

Signed (Approved Learner)

Signed (Bell Captain or Vice Captain)

Date

Stage 1

The objectives of this stage are to:

- Ensure the Approved Learner is aware of how the bells are rung.
- Familiarise the Approved Learner with the sound and motion inside the Bell Cage while the bells are ringing.
- Ensure the Approved Learner is aware of basic principles and safety procedures.

Initially the Bell Captain and/or Vice Captain will talk through the process of ringing with the Approved Learner, ensuring the basic principles are understood. In particular, the safety aspects will be emphasised. For example, it will be made clear that when ringing people should not wear watches, rings or any jewellery or clothing which could get caught in the mechanism. The risks associated with trapping a hand or fingers between the headstock and bell frame will be emphasised.

At this point - and regularly thereafter - it will be stressed that in the event of the Approved Learner feeling any disquiet or lack of confidence whilst ringing they must step away from the bell and place their hands behind their back.

The Approved Learner will observe the ringing process, both a full (5 bell) ring and an individual, clapper-tied. A process of questioning will take place to ensure understanding.

Stage 1 completed

Date :

Bell Captain or Vice Captain's signature :

Approved Learners signature :

Stage 2

The objectives of this stage are to:

- Be able confidently to push off and swing a bell whose clapper has been tied, ensuring correct stance and placement of the hands.
- Develop a regular motion, maintaining the bell swinging by pushing on the headstock.
- Be able to maintain a consistent “depth” while ringing.
- Learn how to set the bell

Stage 2 will be performed under the direct personal supervision of the Bell Captain and/or Vice Captain and with the assistance of another ringer using the third bell with its clapper tied.

1. The Approved Learner will be instructed that when the Bell Captain and/or Vice Captain signals to him/her, the Approved Learner will stand up, place their hands by their side and step to one side. The Bell Captain or Vice Captain will step in to set the bell.
2. The Approved Learner will stand next to the bell and "mime" the actions of ringing to ensure that the co-ordination of movement is correct, and thus safe. This will be repeated until the Bell Captain and/or Vice Captain is confident the Approved Learner will be able to swing the bell.
3. The Approved Learner will make a first attempt to swing the bell. He/she will be instructed how to “push the bell off” and with the Bell Captain and/or Vice Captain stood on one side and the assistant ringer on the other, will swing the bell. Particular attention will be paid to the Approved Learner’s stance and placement of their hands.
4. The Approved Learner will continue to learn to ring the bell with a metronomic rhythm and will be instructed to step back and allow another ringer to set the bell.
5. When the Bell Captain and/or Vice Captain is satisfied with the Approved Learner’s control of the bell, they will instruct them on how to set the bell, i.e. to stop ringing by pulling the bell up so it is resting on the stay.

Additional copies of this page may be included.

Date	Comments if any	Bell Captain and/or Vice Captains initials

Stage 2 completed

Date :

Bell Captain or Vice Captain's signature :

Approved Learners signature :

Stage 3

The objectives of this stage are to:

- To learn to ring with the clapper untied.
- Further develop and improve a regular motion, maintaining the bell swinging by pushing on the headstock with the bell ringing.
- Improve the ability to swing the bell regularly and to maintain a “position” between a minimum of two other bells.

Once basic competence has been achieved and the Stage 2 Certificate of Competence signed and dated by both the Bell Captain and/or Vice Captain and Approved Learner, the Approved Learner will complete their training, which may involve moving to an alternative bell.

1. In the event that the Approved Learner moves to a different bell, they will start by swinging the bell with the clapper tied to become familiar with the bell with the same manner of supervision (Bell Captain and/or Vice Captain and assistant) as stage 2. Once both the Bell Captain and/or Vice Captain and Approved Learner are satisfied the tie on the clapper will be removed and the Approved Learner allowed to ring the bell. Once this stage has been reached it is no longer necessary for the Approved Learner to be supervised by two people. They will be closely supervised by the Bell Captain and/or Vice Captain, who will step in to take control and set the bell at the end of each ringing session.
2. Initially the Approved Learner’s bell will be the only one ringing. When the Bell Captain and/or Vice Captain is satisfied, he/she is maintaining a regular pace an experienced ringer will be nominated by the Bell Captain and/or Vice Captain to ring a second bell to “pace” the Approved Learner. As the Approved Learner’s ability to maintain a regular pace improves a third bell will be introduced.

An Approved Learner will not be allowed to proceed to stage 4 of their training until the Bell Captain and/or Vice Captain is satisfied that they are able to reliably set the bell without assistance.

Additional copies of this page may be included.

Sheet Number _____

Date	Comments if any	Bell Captain and/or Vice Captains initials

Stage 3 completed - able to competently ring between two other bells

Date :

Bell Captain or Vice Captain’s signature :

Approved Learners signature :

Stage 4

The objectives of this stage are to:

- Further develop and improve a regular motion, maintaining the bell swinging by pushing on the headstock with the bell ringing.
- Be able to ring regularly with 4 other bells (5 in all).
- Become familiar with the procedures for dealing with an accident.
- Demonstrate they have a complete understanding of the rules and procedures in this handbook and are able to apply them.

This process of familiarisation and extension proceeds in the practice sessions until the Approved Learner graduates to being a fully recognised Ringer. This includes the ability to ring with four other bells, and demonstrate they have a complete understanding and are able to apply the procedures in this Handbook.

The Bell Captain and/or Vice Captain will be present at all training sessions. When they are satisfied with progress, they may sign the Certificate of Competence to allow the Approved Learner to ring at practice sessions without them being present.

When the Approved Learner has completed Stage 4 to the satisfaction of the Bell Captain or Vice Captain, their Certificate of Competence will be signed. Their name will be added to the list of registered ringers and they will be allowed to ring on Sundays, special occasions and at demonstrations. A copy of the Certificate of Competence will be lodged in the Church Archive.

Additional copies of this page may be included.

Sheet Number _____

Date	Comments if any	Ringers initials

Able to practice without tutor present	Date	:
Stage 4 completed	Bell Captain's signature	:
	Date	:
	Approved Learner's signature	:

Stage 5

This process of familiarisation and extension proceeds to improve ringing skills.

- Objectives - to:
- Specialise in ringing a prime bell, possibly other than the one on which they were trained.
- Develop the skills to ring a different secondary bell.
- Be able to ring a “straight” 5 with all bells regularly spaced and all bells setting “in order”.
- Attend a First Response or St John’s Ambulance course.
- Ring either the 2nd, 3rd, 4th or Tenor bells when putting “one round”.
- Ring either the 3rd, 4th or Tenor when putting “two round”.
- Ring the Treble when putting “one round”.
- Ring the Treble or 2nd when putting “two round”.
- Develop skill to assist with supervising an Approved Learner.

Part	Date	Achievement	Bell Captains signature
1		Prime ringer of the Bell	
2		Secondary ringer of the Bell	
3		Able to put “one round”	
4		1 st response course attended	
5		Able to put “two round”	
6		Able to assist with supervising an Approved Learner	
7		Able to ring Treble and put “one round”	
8		Able to ring Treble or 2 nd and put “two round”	

Appendix B – Emergency Contacts

The Bell Captain or senior ringer present must ensure that a fully charged mobile phone is available for use while bell ringing is in progress. A First Aid box is available in the storage cupboard by the door. All the ringers hold keys.

In the event of any emergency Ambulance, Police or Fire

Contact 999

if you are in doubt it is better to be safe than sorry

(Note: if heart problems are suspected, ensure the Ambulance is aware that there is a defibrillator in the phone box outside the Lion Brasserie in the centre of the village)

Non-emergency contacts:

Police matters, disturbances etc.	01473 613500
Local surgery for non-urgent medical matters.	01206 298272 (*)
Church wardens	01206 298205 or 07791 294744
	01206 299729 or 07742 620695
Benefice Safeguarding Officer	01206 298205 or 07791 294744
Diocesan Safeguarding Adviser	07785 621319

(*): Out of hours a recorded message will give you the number of a mobile phone to ring.

There are accident and emergency units at both Ipswich and Colchester hospitals:

Ipswich	Heath Road, Ipswich IP4 5PD Switch board 01473 712233 Accident 01473 702033
Colchester	Turner Road, Colchester CO4 5JL Switch board 01206 747474

Please ensure the Church Wardens are informed of any incidents, no matter how small.

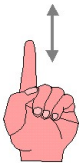
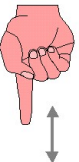
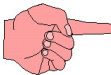
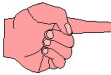
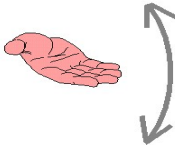
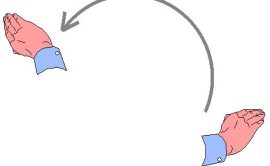
In the event of a Ringer or person being injured who is taken direct to a hospital without being attended to by a local GP, the following Contact Centre must be notified:

Phone: 0845 300 9923 (8:30am – 5:00pm)

Email: riddor@natbrit.com

Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly. CF83 3GG

Appendix C – Hand signals

Signalling Person	Signal to	Signal	Meaning
Bell Captain and/or Vice Captain or ringer	Approved Learner		Ring the bell fleeter
Bell Captain and/or Vice Captain or ringer	Approved Learner		Ring the bell deeper
Bell Captain and/or Vice Captain or ringer	Approved Learner	Tap on the shoulder	Stand back from the bell (stages 1 – 3)
1 st Ringer	at 2 nd , 3 rd or 4 th		I will change with you on the next swing
Tenor Ringer	at 1 st or 2 nd		I will change with you on the next swing
1 st Ringer	2 nd Ringer		Signal the set
2 nd Ringer	3 rd , Tenor and 4 th Ringers		Set your bells

Appendix D – Safety Maintenance Checklist

Bells	<ul style="list-style-type: none">• Check bearing bolts on the frame and headstock.• Check bell mountings.• Check clapper bolt.• Visually inspect clapper for damage or wear.• Check stay.• Check fitting and condition of bell locks.
Bell Frame	<ul style="list-style-type: none">• Visually inspect frame and bells for undue movement when ringing.• Check clearance between bells and frame.• Visually inspect stay and check for undue movement.• Visually inspect ringing stations for loose nails, fastening, etc. that could become caught in clothing.• Inspect walkway(s) and platforms.
Bell Cage	<ul style="list-style-type: none">• Visually inspect for loose woodwork.• Check emergency light by switching off the fuse.• Visually inspect roof for loose tiles.• Check proper operation of door and lock.
Other	<ul style="list-style-type: none">• Check the First Aid kit and replace used / out of date items• Check the fire extinguisher as directed on the extinguisher

Appendix E – Ringing Sequences

Difference from conventional ringing

When bells are rung, they strike twice per cycle once on the “front stroke” and once on the “back stroke”. In traditional towers, crudely, the two striking points occur at when the rope is at the top and bottom of its travel, at East Bergholt the bell strikes when the ringer is pushing the bell down either with their left or right hand. While the difference between the two striking points is crucial in tower ringing, it is almost inconsequential at East Bergholt.

During tower ringing no bells move “past” the tenor, if they did, they would be ringing on the “wrong” stroke compared with the other bells in the peel. Practice at East Bergholt is to move the lighter bell “past” the heavier bell, **including the tenor**. As a result, at some times during a ring either one or two bells are striking on “wrong” stroke.

The diagrams below do not distinguish between the two striking points (i.e. front stroke and back stroke), they only show the position one bell rings in relation to the others in the peal.

One Round

This involves changing the order of the first bell with each bell in turn to produce 4 different ringing sequences, as follows (note when the Treble changes with the Tenor, it places back at the start of the sequence)

Treble	2 nd	3 rd	4 th	Tenor
2 nd	Treble	3 rd	4 th	Tenor
2 nd	3 rd	Treble	4 th	Tenor
2 nd	3 th	4 rd	Treble	Tenor

Next the first passes the Tenor (a significant difference from conventional ringing) and is striking on the opposite stroke to the other bells. However the sound is equivalent to the sequence below, with the first line repeating the last line from above. From this point onwards the Treble is striking on the opposite stroke from the other bells.

Treble	2 nd	3 rd	4 th	Tenor
2 nd	Treble	3 rd	4 th	Tenor
2 nd	3 rd	Treble	4 th	Tenor
2 nd	3 th	4 rd	Treble	Tenor

After having passed the Tenor for a second time, the First is now striking on the same stroke as the remaining bells.

Treble	2 nd	3 rd	4 th	Tenor
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At this point all the bells are ringing in sequence and on the same stroke and are able to set, starting with the Treble, on the Treble ringer’s signal to the 2nd. The 2nd ringer signals to the 3rd, 4th and Tenor ringer.

Two Round (Old Style)

This involves changing the order of the first and second bell with each bell in turn to produce 8 different ringing sequences, as follows

Treble	2 nd	3 rd	4 th	Tenor
2 nd	Treble	3 rd	4 th	Tenor
2 nd	3 rd	Treble	4 th	Tenor
2 nd	3 rd	4 th	Treble	Tenor
3 rd	2 nd	4 th	Treble	Tenor

As above once, the Treble has passed the Tenor, it is ringing on the opposite stroke to the remaining bells.

Treble	3 rd	2 nd	4 th	Tenor
Treble	3 rd	4 th	2 nd	Tenor
3 rd	Treble	4 th	2 nd	Tenor

As above once, the 2nd has passed the Tenor, it is ringing on the opposite stroke to the remaining bells (with the exception of the Treble).

2 nd	3 rd	Treble	4 th	Tenor
2 nd	3 rd	4 th	Treble	Tenor
3 rd	2 nd	4 th	Treble	Tenor

When the Treble passes the Tenor for the second time, it is now ringing on the same stroke as the remaining bells (with the exception of the 2nd).

Treble	3 rd	2 nd	4 th	Tenor
Treble	3 rd	4 th	2 nd	Tenor

When the 2nd passes the Tenor for the second time, it is now ringing on the same stroke as the remaining bells. The first line below is equivalent to the last line above.

2 nd	Treble	3 rd	4 th	Tenor
Treble	2 nd	3 rd	4 th	Tenor

At this point all the bells are ringing in sequence and on the same stroke and are able to set, starting with the Treble, on the Treble ringer's signal to the 2nd. The 2nd ringer signals to the 3rd, 4th and Tenor ringer.

Two Round (New Style)

This involves changing the order of the first and second bell with each bell in turn to produce 8 different ringing sequences, as follows

Treble	2 nd	3 rd	4 th	Tenor
2 nd	Treble	3 rd	4 th	Tenor
2 nd	3 rd	Treble	4 th	Tenor
3 rd	2 nd	Treble	4 th	Tenor
3 rd	2 nd	4 th	Treble	Tenor
3 rd	4 th	2 nd	Treble	Tenor

As above once, the Treble has passed the Tenor, it is ringing on the opposite stroke to the remaining bells. Similarly, when the 2nd passes the Tenor, it is also ringing on the opposite stroke.

Treble	3 rd	4 th	2 nd	Tenor
2 nd	Treble	3 rd	4 th	Tenor
2 nd	3 rd	Treble	4 th	Tenor
3 rd	2 nd	Treble	4 th	Tenor
3 rd	2 nd	4 th	Treble	Tenor
3 rd	4 th	2 nd	Treble	Tenor

When the Treble passes the Tenor for the second time, it is now ringing on the same stroke as the remaining bells (with the exception of the 2nd).

Treble	3 rd	4 th	2 nd	Tenor
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When the 2nd passes the Tenor for the second time, it is now ringing on the same stroke as the remaining bells. The first line below is equivalent to the last line above.

2 nd	Treble	3 rd	4 th	Tenor
Treble	2 nd	3 rd	4 th	Tenor

At this point all the bells are ringing in sequence and on the same stroke and are able to set, starting with the Treble, on the Treble ringer's signal to the 2nd. The 2nd ringer signals to the 3rd, 4th and Tenor ringer.

I confirm that I have read and understood all the information contained in the East Bergholt Bellringers Handbook. I agree to comply with all the listed responsibilities.

PRINT NAME.....

SIGNED.....

DATE.....

Once completed, please return to one of the churchwardens or PCC member.