



### **Appendix A - Agreement for Visiting Bellringers**

**By prior arrangement with the Head of Bell Tower (working on behalf of Chapter), visiting bellringers will be welcomed to ring for services or practice nights with York Minster's group of volunteer bellringers.**

**Note: On signing in, at the police entrance, you are signing your agreement to the contents of this document:**

**I confirm that**

1. I am aware of the significant numbers of stairs (100 steps) and am aware that certain medical conditions make climbing to the Ringing Chamber inadvisable – these include (but are not limited to) heart conditions, asthma, vertigo, claustrophobia.
2. I have no pre-existing health issues that would stop me being physically able to climb up and down the 100 steps to the Ringing Chamber and (in the case of emergency exit being needed) I confirm that I am able to climb further steps and walk along an outside walkway without problem and without impeding the pace of others using those emergency exit routes.
3. I have no 'Sexual Harm Prevention Order', 'Sexual Risk Order', 'Volunteer Agreement' or any form of safeguarding risk assessment or agreement in place with any parish, diocese or tower.
4. I have read and understood the Emergency Egress from Bell Tower Risk Assessment for York Minster.
5. I have provided my name to the Head of Bell Tower who will give my name to the Minster Police in advance of the visit and I will not bring anyone else with me unless already discussed and agreed by the Head of Bell Tower.
6. I agree to comply with the Minster security arrangements at all times and understand that these may be subject to change at short notice.

**The following rules and procedures must be followed for your own safety and that of others.**

- a) Only the people named in advance as a visiting bellringer will be allowed to enter the South West Tower.
- b) All visiting ringers must wear sensible footwear.
- c) No large bags must be brought into the Minster, as each bellringer must have both hands free when climbing and descending the stairs.
- d) Members of the band are responsible for the security and insurance of their personal property, and Chapter accepts no liability for any loss or damage howsoever caused to any such property.
- e) No passing on the stairs.
- f) No smoking is permitted anywhere in the Minster.
- g) No one under the influence of alcohol or drugs is permitted in the South West Tower. No alcohol may be brought into or consumed in the South West Tower.
- h) If the fire alarm sounds and the Minster needs to be evacuated, all visiting bellringers must follow the instructions of the Head of Bell Tower/other designated person accompanying them.
- i) Visiting bellringers will be met on arrival at the Chapter House Yard and enter through Chapter House Yard/Police Cabin. They will be accompanied by a member of the Minster volunteer ringers at all times when they are in the body of the Minster and the South West Tower.
- j) The sole purpose of the visiting bellringer accessing the South West Tower and Ringing Chamber is to ring the bells. Accessing any other area in the South West Tower is prohibited.

- k) NO** photography or video recording of any sort should take place in the ringing chamber unless agreed by the Head of Bell Tower (who will check and gain express permission of every person concerned before photo or recording is permitted).
- l)** All publicity and any media enquiries about this bellringing visit will be handled by Chapter's Communications and Marketing Office. All media enquiries must be referred to Chapter's Communications and Marketing Office during office hours and to the Canon in Residence (via the Minster Police) out of office hours.

**For visiting ringers whose children are also visiting the tower:**

1. I have informed the Head of Bell Tower of the name(s) and age(s) of my child(ren)
2. I have read and understood the Code of Conduct for Under 18s up the tower and will ensure that my child(ren) follows/follow the code.
3. I will sign the tower register on arrival at the police entrance and put the name of the nominated responsible adult beside the name(s) of my child(ren) in the register.