Risk Assessment for Bell Ringing at St Mary's, Nantwich during the Covid-19 pandemic

Incumbent's name: Revd. Mark Hart Assessment carried out by: Stefan Zientek (Tower Captain)

Date of next review: At least annually Date of assessment/revision: 5 December 2021

Basis for Assessment

The UK Government's "COVID-19: guidance for the safe use of places of worship" [2] requires a COVID-19 risk assessment to be carried out for every building and site open to the public in England. The Church of England's House of Bishops COVID-19 Recovery Group) has published a "Risk Assessment Template for Opening Church Buildings to the Public" [4], which provides rationale and advice and guidance for completing such a Risk Assessment. NB: It is good practice to review any risk assessment whenever there are salient changes that may affect the risks. This assessment is based on a template provided by the Health and Safety Executive [9].

The purpose of this risk assessment is:

- 1. To mitigate the risk of spreading Covid-19 amongst any ringers whilst they are taking part in ringing activities (or other activities associated with ringing and the tower) at St Mary's Church, Nantwich during the Covid-19 pandemic (all other risks, processes, and policies etc. remain as before).
- 2. To ensure that all ringing and any tower-related activities are performed in accordance with:
 - a. the Coronavirus rules set out by the UK Government to address the Covid-19 pandemic[1], where they relate to permitted activities in England. In particular, the rules defined in "COVID-19: guidance for the safe use of places of worship" [2] shall be followed.
 - b. the "Coronavirus (COVID-19) guidance" [3], published by the Church of England. In particular, the guidance in their document "COVID-19: Opening and managing church buildings" [5] shall be followed.
 - c. the "Coronavirus (COVID-19) Standing Guidance" [6] produced by The Central Council for Church Bell Ringers (CCCBR).
 - d. any rules laid down by the Parochial Church Council (PCC). It is expected that the Standing Committee, should they approve this Risk Assessment, will ensure that this document conforms to any specific rules the PCC has defined.

NB: The term "support bubble" is used hereafter in this Risk Assessment instead of the more cumbersome combined form of "household/support bubble" and should be read to mean both forms.

Aims

- 1. To enable Bell Ringing for Church Services (including weddings etc.), and for other authorised occasions (including practices), in a "Covid-safe" manner.
- 2. To produce a "reusable" Risk Assessment containing rules which can be qualified by specific values for criteria (e.g. minimum social distance) which may be imposed and changed by the UK Government, the Church of England, or agreed locally, as the pandemic develops. The current set of these values will be published alongside the Risk Assessment on the "Bell Ringing and the Tower" part of the church's website.

The Spreading of the Covid-19 Virus

The Covid-19 virus can be transmitted between people through touch (including touching intermediate objects), through airborne (aerosol) means, or a combination of both. The rate and risk of transmission can be mitigated by vaccination, personal hygiene practices (typically hand to mouth), the wearing of face coverings, social distancing (how close people get together), ventilation (how quickly the air in a room is refreshed), the duration of time people spend together, the cleaning (sanitisation) of shared spaces and objects, and the isolation (quarantining) of infected people. The current medical guidance is that airborne transmission carries the greatest risk of transmission, and that vaccination gives the greatest protection against transmission (and impact if infected).

It should be noted that an infected person may not show signs, or experience symptoms, of the Covid-19 virus for some time during which they can transmit the virus to others. Also, that whilst vaccination is very effective in preventing someone becoming infected, it does not give full immunity.

There are some tests available for determining whether a person is infected with Covid-19: Lateral Flow Tests (LFTs), which can be carried out at home and give a reasonable indication; and, Polymerase Chain Reaction (PCR) tests, which are carried out by a professional and give a more accurate indication.

Key Mitigation Principles

The UK Government has encapsulated some principles to reduce virus transmission in the mantra: Hands, Face, Space, and Fresh Air. These are adopted as follows:

- a) Hands: To promote/maintain good [hand] hygiene on Church premises by the provision of fixed sanitiser dispensers.
- b) Face: To encourage/maintain the wearing of face masks within the Tower unless medically exempt.
- c) **Space:** To encourage/maintain appropriate social distancing within the Tower.
- d) Fresh Air: To increase the ventilation in the Ringing Chamber as much as possible.

In addition, the following aspects and dimensions are also considered important in reducing and controlling the spread of the virus amongst the ringers:

- e) Number of Participants: Arranging specific ringing events for subsets of ringers to manage the number of ringers present in the Tower at any given time.
- f) **Duration of Events:** Limiting the duration when a given subset of the ringers are together whilst ensuring that a ringing event is still worthwhile.
- g) **Prioritisation of Events:** Depending on the prevalence of the virus, we can and will prioritise our ringing events, to reduce the time and occasions when ringers are together, by dropping some or all of these different types of events, leaving ringing for services until the last.
- h) Cleanliness: Encouraging the use of surface sanitisation between ringing events where there would be a reasonable risk of cross-contamination through people subsequently touching surfaces and other shared objects. Encouraging people not to share space and/or facilities whilst not ringing may also help.
- i) Separation of Events: Sanitising surfaces may not be necessary if at least 48 hours elapse between ringing events involving different groups of ringers.
- j) Traceability: Keeping an attendance log for each ringing event will assist in any track and trace activities (as well as for other purposes e.g. Child Protection).
- k) Vaccination and Testing: It is hoped that ringers will take advantage of the vaccination programmes and help keep themselves and others a little safer. It is also hoped that ringers will be mindful of whether they might be infected and use home testing kits and abstention to protect others if unsure.

The controls in the Risk Assessment table later in this document will refer to agreed limits and conditions associated with some of these mitigation principles. An accompanying table of the current values and other aspects of these criteria will be published from time to time which will fully qualify the controls in place at any given time to avoid the need to reissue the full Risk Assessment so frequently.

Values Associated with these Mitigation Principles

The following table identifies particular criteria associated with these Mitigation Principles which will be used to qualify the controls listed in the Risk Assessment Table. The actual values and rationale in force at any given time will be agreed and published alongside the Risk Assessment to cope with changing circumstances without needing to revise, agree, and re-publish, the whole Risk Assessment. At all times any tighter UK Government or church constraints will take precedence.

Criteria	Commentary
Social Distancing	We shall state the minimum distance to be maintained between ringers whilst on the walkways and in the tower, and whilst ringing (if we feel this may be different).
	NB: For the time being, we shall maintain the ropes in positions that ensure at least 1m between adjacent ringers. If deemed necessary or felt appropriate to support any greater separation, we shall reconfigure the ropes, and/or we shall use fewer bells. Again, we shall state the prevailing arrangements.
Face Coverings	We shall state our current rule on the use of face coverings. In general, subject to medical exemptions, the expectation is that ringers shall wear face coverings in the tower and more so whilst ringing in any closer proximity to other ringers.
Ventilation	We shall state how many and which doors shall be kept open during each type of ringing event to provide ventilation.
Variety of Ringing Events	In addition to ringing for church services, we practice ringing together, we teach new people how to ring, we ring for special occasions (e.g. on Armistice Day), and, from time to time, we ring just for our own enjoyment and achievement!
	Some of these activities involve larger numbers of ringers than others, and some, particularly the initial teaching of bell-handling involve closer proximity between ringers.
	A list of which types of ringing events we currently feel able to run will be published.
Duration of Ringing Events	The list of ringing events we feel able to run will be annotated with the maximum duration that we feel appropriate under the prevailing circumstances.
Attendance at Ringing Events	We shall state the maximum numbers that may be present at each type of ringing event under the prevailing circumstances. This will range from no control (open to whosoever might turn up) to "by invitation only".
	NB: The person running a particular event will have the authority to halt the event and/or ask some people to leave if there is any concern of overcrowding (or indeed any other concerns regarding mitigating the transmission of the virus).
Elapsed Time between Ringing Events	We shall state the minimum time between ringing events involving different sets of ringers that would require additional sanitisation activities to take place before the subsequent event.

Background Information: The Ringing Environment

The Ringing Chamber is very large compared with many others (it's almost a regular octagon with 8m between opposite sides) and the ceiling is 7m high. The ropes hang in the middle in what's called the "rope circle" and there is a fair bit of room for people to sit or stand away from the rope circle whilst others are ringing.

Ventilation in the Ringing Chamber

There are four doors to the outside roof spaces (one in each corner where the transepts meet the Nave and Chancel); opening any two opposite doors will generally result in quite a draught. It is our opinion having two doors (preferably opposite) open on a day when there is some wind ensures good additional ventilation; if there is little or no wind, then three or four doors should be opened to maximise the additional ventilation.

The CCCBR have published notes on investigating "Carbon Dioxide monitoring whilst ringing" [7], to help assess the ventilation in a ringing chamber. We shall await any evidence as to whether this helps with collecting and using any quantitative data before considering investing in expensive testing equipment.

NB: We are exploring introducing fans at ceiling level to help both with reducing the cost of heating the ringing chamber (through pushing heated air downwards in a process known as "destratification") and with mixing fresh air introduced at ceiling level to improve ventilation at all times without needing to have the doors open.

Changes to the Rope Circle to Increase the Distances between Ringers

During July 2020 some of the positions of ropes in the "rope circle" were modified by installing a new rope guide and moving existing guides to increase the distances between some ropes to 2m or more (the ropes moved were those of the second, third and sixth). Prior to this, it would only have been possible to ring only 3 rather spaced out bells with the then minimum of 2m social distancing between ringers. Such ringing would not have been particularly attractive. The modifications made it possible to ring 5 bells with 2m distancing (if two ringers from the same support bubble rang two of the closer adjacent bells) or up to 4 bells otherwise, and enabled ringing of a more acceptable musical quality. On 1 September 2020, another guide was introduced and the seventh's rope was moved to be more than 1m from the eighth's rope (previously 0.8m). This was to enable all 8 bells to be rung with 1m+ distancing without needing to use any ringers from the same support bubble. In the "Summer of 2021", when we resumed ringing with a 1m+ minimum social distancing, the rope of the third was moved part way back to its normal position and the rope of the second was moved to its normal position to make it easier to ring these two bells whilst still maintaining 1m+ between all ropes.

An article describing the initial set of changes made in July 2020 is available on the church's website at: https://stmarysnantwich.org.uk/church-bell-ringing-performing-with-Covid-19/ - this contains a table showing the distances between the resultant positions of the ropes.

The table of inter-rope distances produced in July 2020, which was included in earlier issues of this Risk Assessment, has been updated to include all the combinations of the positions of the ropes we have used up to December 2021, including the original positions of all the ropes. This complete table is rather more complicated to comprehend and is included in an appendix below for completeness (rather than deep study). We use this to determine which positions can be used to support a variety of minimum distancing between ringers. Any slight differences between the values in the original table and this comprehensive one are due to the use of triangulation to calculate all the distances in the new table (rounded to the nearest 0.05m).

NB: All the above changes to the rope positions are easily reversible (now that the rope guide framework is in place) so we can quickly arrange things to suit a range of minimum social distancing rules of at least 2m, 1m+, or none, as might be deemed necessary.

Risk Assessment Table

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?
Ringers being infected with Covid-19 whilst making their way to the Ringing Chamber at the start of the ringing session.	Ringers being infected with Covid-19 through touching infected material or via airborne means whilst on the tower staircase or walkway.	A notice has been affixed to the lower tower door informing people of the rules to be followed by people authorised to ascend the stairs. Anyone with Covid-19 symptoms, who has tested positive or been in contact with anyone with symptoms, shall not participate until they have self-isolated for the recommended time. A notice at the bottom of the spiral staircase informs people who have any concerns they may be infected or possibly carrying the virus, not to ascend the staircase. Ringers shall be advised to use the hand sanitiser provided at the bottom of the spiral staircase, before starting their ascent. NB: They should assume that the stonework and handrails are unclean and avoid touching their face before entering the ringing chamber. Ringers shall maintain a defined minimum distance between each other on the stairs and walkway. Should a ringer catch up with someone already on the staircase, they shall stop and only proceed whilst they cannot see the person in front. On emerging from the top of the spiral staircase, ringers shall immediately move along the walkway before stopping to take their breath prior to entering the ringing chamber. This will avoid congestion at the top of the staircase.	Maintain a list of criteria which qualify these controls at the current time. Ensure that any updates are publicised to the ringers and other interested parties via email, via the website, and possibly via a notice on the lower tower door.
Ringers being infected with Covid-19 whilst making their way from the Ringing Chamber at the end of the ringing session.	Ringers being infected with Covid-19 through touching infected material or via airborne means whilst on the tower staircase or walkway.	Ringers shall maintain a defined minimum distance between each other on the stairs and walkway. Should a ringer catch up with someone already on the staircase, they shall stop and only proceed whilst they cannot see the person in front. Ringers should sanitise their hands on leaving the lower spiral staircase. Ringers shall not cluster around the door at the bottom of the spiral staircase. The key holder shall be the last to descend and shall set the alarm and turn out the light before sanitising their hands and locking the door. The alarm and light switch should be treated as "unclean".	Maintain a list of criteria which qualify these controls at the current time. Ensure that any updates are publicised to the ringers and other interested parties via email, via the website, and possibly via a notice on the lower tower door.

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?
Ringers being infected with Covid-19 whilst in the Ringing Chamber through touch.	Ringers being infected with Covid-19 through touching infected material whilst in the Ringing Chamber.	Ringers should use hand sanitiser on entering the ringing chamber and from time to time during a ringing event if they have touched things (e.g. ropes and books) that have, or may have, been touched by other people during the event. Social distancing of a defined minimum shall be maintained whilst in the ringing chamber, except whilst ringing. Shared refreshments (e.g. sweets, biscuits, water) shall no longer be kept in the tower. However, ringers may bring foodstuffs and drinks for consumption during a given ringing event (it is expected that ringers will take advantage of the provided hand sanitiser to keep themselves and others safer whilst doing so!).	Maintain a list of criteria which qualify these controls at the current time. Ensure that any updates are publicised to the ringers and other interested parties via email, via the website, and possibly via a notice on the lower tower door.
Ringers being infected with Covid-19 whilst in the Ringing Chamber through airborne means.	Ringers being infected with Covid-19 through infected airborne material whilst in the Ringing Chamber.	Social distancing of a defined minimum shall be maintained whilst in the ringing chamber, except whilst ringing. At defined number of the external doors shall be opened by the key holder on entry to the ringing chamber and wedged open to provide ventilation during the ringing event. Face coverings should be worn at all times unless a person has a medical exemption. The duration and frequency of each type of ringing event shall be defined and not exceeded. The maximum number of people who may attend each type of ringing event shall be defined and not exceeded. In some cases, attendance will be by invitation only. Ringers shall not raise their voices except in an emergency or to advise others of a potentially dangerous situation. Ringers shall not lean towards adjacent ringers during ringing.	Maintain a list of criteria which qualify these controls at the current time. Ensure that any updates are publicised to the ringers and other interested parties via email, via the website, and possibly via a notice on the lower tower door.

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?
Ringers being infected through residual viable traces of Covid-19 remaining from a previous visit to the Ringing Chamber.	Ringers being infected with Covid-19 through traces of residual virus from earlier visits to the tower.	A defined minimum time should be allowed to elapse between two ringing sessions that involve substantially different sets of ringers, unless appropriate cleaning is performed. Two ringing sessions may be held within this period without additional cleaning activities if the ringers involved in the subsequent session are the same as (or a subset of) the ringers involved in the earlier session. If there will be another ringing session which requires such additional cleaning, the key holder at the preceding event shall ensure that hard surfaces which may have been touched are wiped down with surface sanitiser spray (including any boxes that have been used) at the end of the event or arrange for this to be done by the start of the following event. The key holder shall also wipe down the door handles, the rope spider handle and the clock chime levers, before leaving the ringing chamber. The Rector shall ensure the Tower Captain and the Tower Secretary are notified when any other person is to visit the ringing chamber between ringing sessions so that appropriate precautions (e.g. additional cleaning) can be taken prior to the next ringing session. It is expected that anyone who tests positive with Covid-19 within 3 days of having been in the tower shall notify the Tower Captain and the Tower Secretary (via the Church for external people) so that appropriate actions (e.g. test and trace, cleaning) can be taken.	Maintain a list of criteria which qualify these controls at the current time. Ensure that any updates are publicised to the ringers and other interested parties via email, via the website, and possibly via a notice on the lower tower door.

Appendix: Rope Positioning Table

The table to the right shows all the inter-rope distances between all the different positions where each bell's rope falls or may be moved to fall. NB: A letter in brackets following a bell's number indicates a given position of its rope after it has been moved.

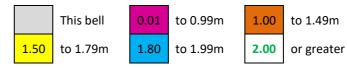
The rope positions 1, 2(a), 3(a), 4, 5, 6(a), 7, and 8 were used in Summer 2020. The extract below shows the adjacent distancing in the resultant rope circle:

Bell	Bell	Distance
1	2(a)	1.10m
2(a)	3(a)	2.00m
3(a)	4	1.50m
4	5	1.05m
5	6(a)	1.55m
6(a)	7	1.40m
7	8	0.85m
8	1	1.15m

This shows that all the bells still couldn't then be rung with a minimum 2m distance between the ringers! However, by missing out some of the bells, it was possible to ring the five bells 2(a), 3(a), 5, 7, and 8 (with a pair of ringers in the same support bubble on 7 and 8) as the distances 3(a) to 5 was 2.5m and 5 to 7 was 2m (all other inter-rope spacing for these ropes is also more than 2m).

Bell	1	2	2(a)	3	3(a)	3(b)	4	5	6	6(a)	7	7(a)	8
1	0.00	1.15	1.10	2.20	2.50	2.25	2.45	2.90	2.75	3.20	2.00	2.25	1.15
2	1.15	0.00	0.85	1.25	1.35	1.20	1.80	2.55	2.85	3.40	2.55	2.80	1.95
2(a)	1.10	0.85	0.00	2.00	2.00	1.95	2.60	3.35	3.50	4.05	2.95	3.25	2.20
3	2.20	1.25	2.00	0.00	0.70	0.20	0.85	1.85	2.55	3.20	2.80	3.05	2.55
3(a)	2.50	1.35	2.00	0.70	0.00	0.45	1.50	2.50	3.25	3.85	3.45	3.65	3.05
3(b)	2.25	1.20	1.95	0.20	0.45	0.00	1.05	2.05	2.75	3.40	3.00	3.20	2.65
4	2.45	1.80	2.60	0.85	1.50	1.05	0.00	1.05	1.85	2.45	2.40	2.55	2.35
5	2.90	2.55	3.35	1.85	2.50	2.05	1.05	0.00	1.00	1.55	2.00	2.05	2.35
6	2.75	2.85	3.50	2.55	3.25	2.75	1.85	1.00	0.00	0.60	1.25	1.20	1.85
6(a)	3.20	3.40	4.05	3.20	3.85	3.40	2.45	1.55	0.60	0.00	1.40	1.25	2.20
7	2.00	2.55	2.95	2.80	3.45	3.00	2.40	2.00	1.25	1.40	0.00	0.25	0.85
7(a)	2.25	2.80	3.25	3.05	3.65	3.20	2.55	2.05	1.20	1.25	0.25	0.00	1.10
8	1.15	1.95	2.20	2.55	3.05	2.65	2.35	2.35	1.85	2.20	0.85	1.10	0.00

Key



Appendix: References

- 1. Coronavirus rules set out by the UK Government to address the Covid-19 pandemic, under constant revision, UK Government.
- 2. COVID-19: guidance for the safe use of places of worship, as revised 10 December 2021, Ministry of Housing, Communities & Local Government.
- 3. Coronavirus (COVID-19) guidance, as revised 10 December 2021, The Church of England.
- 4. Risk Assessment Template for Opening Church Buildings to the Public, Version 10.1, 10 December 2021, The House of Bishops COVID-19 Recovery Group.
- 5. COVID-19: Opening and managing church buildings, Version 2.3, 9 December 2021, The House of Bishops Covid-19 Recovery Group.
- 6. Coronavirus (COVID-19) Standing Guidance, as published 23 December 2021, The Central Council of Church Bell Ringers.
- 7. <u>Carbon Dioxide monitoring whilst ringing</u>, 9 May 2021, The Central Council of Church Bell Ringers.
- 8. Regular rapid coronavirus (COVID-19) tests if you do not have symptoms, last reviewed 23 December 2021, NHS.
- 9. <u>Managing risks and risk assessment at work,</u> Guidance on writing Risk Assessments including example templates, Health and Safety Executive (HSE).
- 10. Face coverings: when to wear one, exemptions..., updated 10 December 2021, UK Government.
- 11. The Health Protection (Coronavirus, Wearing of Face Coverings) (England) Regulations 2021, Section 3, Updated 10 December 2021, UK Government.

Appendix: Change History

Date	Version	Description
29/07/2020	1.0 (Draft)	Initial version distributed for review/approval following Risk Assessment performed on 24 July 2020
31/07/2020	1.1 (Draft)	Revised following initial comments from PCC review:
		 Added clauses regarding prohibiting people from entering the Church property who have tested positive for Covid-19 or have been experiencing symptoms of Covid-19, or been in contact with someone infected or showing symptoms of Covid-19, until they have self-isolated for the appropriate period following that event. Added that a notice be placed on the external entrance door advising of the rules of entry. Added that ringers prone to coughing and sneezing should not be included in any bands.
04/08/2020	1.1	Approved by the PCC – not reissued.
30/10/2020	2.0 Draft A	Revised in light of experiences during first three months of ringing during the pandemic and to consider changes to the associated guidance from the Government, Church, and Central Council of Church Bell Ringers:
		 Minor corrections to terminology and use of roles rather than first names. Updated preamble regarding activities in the tower to further space out the ropes which took place on 1 September 2020 - these made no change to the rules or guidance in effect but pave the way for possible future changes in distancing between ringing when ringing. Remove notes about ringers being designated specific areas to sit or place their belongings in the ringing chamber. This was not found to be necessary or practical. Revised words about separation of ringing events (reduced from 72 hours to 48 hours) and added rationale in preamble. Clarified where the record of ringers involved in ringing events is located. Removed the stated "Further Actions" which have all now been completed: Notices have been placed on the lower entrance door to the tower; notices have also been posted in appropriate places in the Ringing Chamber. Hand Sanitisers have been acquired and installed just inside the lower entrance door and in the Ringing Chamber (replacing the removable bottles that were used previously).

Date	Version	Description
		 Simplified rules about separation on the stairs and walkway to just maintaining 2m+ distancing – this is in line with all good advice and the previous 20s time gaps was too much and not something that was easily observable. Stressed that ringers should not arrive earlier than arranged to minimise time spent in the ringing chamber prior to the actual ringing performance (and thus minimise time for social pleasantries). Added a note that it is hoped that anyone who has tested positive for Covid-19 within 3 days of being in the tower will/should notify the Ringers so that appropriate actions may be taken. Modified the form to specify how/when reviews should be carried out (reviews that do not change the risk assessment need no longer cause it to be changed just to review the next review date!). Separate logs of reviews should now be maintained. Added this Change History.
06/12/2020	2.0	Issued with minor revision to spellings, following review and approval of issue 2.0 Draft A by PCC/Standing Committee, as notified by email on 5 November 2020. This issue of the approved form has been held back during lockdown.
		NB: A clarification has been added in the first paragraph on Page 3 to indicate that the number of ringers that are permitted to participate in a given ringing session may be further constrained by extant and emergent national, regional or other associated rules.
09/05/2021	3.0 Draft A	Major revision to initial sections in the Risk Assessment to improve the information regarding which "Covid" rules and guidance have been considered in the risk assessment. Inclusion of a set of associated References.
		Revision to section on principles to adopt current Government terminology (Face, Space, etc.) and the inclusion of a separate table of values associated with these principles which show how these are expected to change from 17 May 2021 and how they will apply in the tower. This will make it easier to document such changes in the future e.g. as may occur from 21 June 2021.
		Added specific section on Ventilation.
		Associated changes to the Risk Table itself.
		A plethora of minor amendments which [hopefully!] reduce verbiage and improve readability.
10/05/2021	3.0 Draft B	Added note about vaccination and testing after peer review by Nicola. Issued for Standing Committee review.
13/05/2021	3.0	Approved by PCC/Standing Committee, as notified by email 13 May 2021.
06/12/2021	4.0 Draft A	Significant revision to reflect experiences of ringing since Summer 2021, when most formal restrictions for controlling Covid-19 were relaxed, and our controls were adapted accordingly.
		This Risk Assessment has been revised to make it easier to publish and adapt aspects of our prevailing controls without the considerable effort required to revise and reissue the full Risk Assessment in the future. An additional table qualifying some of the controls defined in this Risk Assessment will be published alongside the Risk Assessment. This table may then be changed as necessary, with the agreement of the Rector, and made available to interested parties more rapidly.
08/12/2021	4.0 Draft B	Updated colours in tables to reduce issues with printing. Clarified an acronym. Tidied up references to Health and Safety Executive (HSE) guidance.
04/01/2022	4.0	Issued as approved after review by members of the Standing Committee.
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