







BARROW WOMBEL Handbook (Part1) Pre-Event Preparation

-  **Guidance** for requesting use of the Barrow Wombel
-  **Loan Details Form** for requesting the Barrow Wombel
-  **Inventory Form** of the available equipment.
-  **Privacy Notice** for the personal information provided

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**Westmorland
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Council**



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PUBLIC EVENT GUIDANCE & RECOMMENDATIONS

Helpful advice published by the Central Council of Church Bell Ringers (CCCBR) titled 'Engaging with the Public' is available online at <https://cccb.org.uk/resources/publicity-material/> and is also included on the Wombel laptop in Public Documents "CCCBR Engaging with the Public". It is just 4 pages long and is well worth a read as part of the preparation for your event.

TERMS AND CONDITIONS OF THE LOAN AGREEMENT

The loan should align with the purpose described in the separate Wombel Overview, for public education and promotion of English style bell-ringing and all its associated facets; recruitment of lapsed and novice ringers; and for accessible training. Every effort must be made to portray change ringing in a positive light. The purpose should be clearly stated in the Wombel Event Details section on the **BARROW WOMBEL LOAN DETAILS** form.

As part of the **Error! Reference source not found.** listed at the end of this section, the St James Barrow Bellringers will inspect the Wombel prior to collection (or drop-off) to confirm that the components are complete as identified in the agreed inventory, and appear to be in a serviceable and safe to use condition (when used correctly).

The St James Barrow Bellringers accept no responsibility for use of the Wombel at your event between collection and return (or delivery and pick-up where that is agreed) except for anything directly attributable to any proven negligence in the **Error! Reference source not found.**

The event organiser is expected to take care of the equipment and return in the same condition as when it was received, declaring any damage or missing items.

A PRIVACY NOTICE concerning personal data supplied on the forms you submit is available in this handbook.

There are four assurances required from the event organisers to be eligible to use the St James Barrow Bells Wombel. The **BARROW WOMBEL LOAN DETAILS FORM** has check boxes for each of the following which must be ticked and form signed to identify they agree to comply with these terms and conditions.

- **Public Liability** Insurance
- **Safeguarding** Responsibility
- **Risk Assessment**
- **Responsibility** for loss or damage

Details are provided below:

Public Liability Insurance.




Assurance that the event organisers have adequate public liability insurance for their event that uses the Wombel.

It is strongly recommended that the event organiser familiarises themselves with the insurance cover they have through their church, association/guild, or other arrangements, and make enquiries when uncertain.

This also applies to insurance for loss or damage (see [Statement of Responsibility for loss or damage](#) section below).

Safeguarding Responsibility.

Assurance by the event organiser that any *potential* involvement of young persons under 18, or vulnerable adults will have safeguarding provision in accordance with:

-  Tower events – their parish safeguarding policy, and their Guild/Association safeguarding policies.
-  CDGCBR/LACR events – their respective Guild/Association safeguarding policy
-  Independent events – the safeguarding policy for that organisation (e.g. 3Ls or North West Ringing Course).

Any events that are associated with a church, whether tower, guild/association, independent, will need to be compliant with the parish safeguarding policy of that church and the diocese that it belongs.

It is also recommended that the event organiser familiarises themselves with guidance published on the CCCBR safeguarding pages (<https://cccb.org.uk/safeguarding/>).

Risk Assessment

There is an obligation that a risk assessment will be completed by the organiser in advance of event and compliant with your insurer requirements and approved by supervising authority (PCC for tower event; CDGCBR / LACR committee for a guild/association event; or committee for independent organisations like the North West Ringing Course, or 3Ls)

Ecclesiastical Insurance UK have some guidance notes assessing & mitigating risk, and planning ahead for engagement with the public:

<https://www.ecclesiastical.com/documents/bell-ringing-guidance.pdf>

<https://www.ecclesiastical.com/documents/church-tower-tours.pdf>

Please consider:

- Trip Hazards
- Climbing Hazard
- Structural integrity (risks if any bolts not secured properly or not regularly checked if loose)
- Risks to health and safety during assembly and disassembly of the Wombel, particularly raising and lowering the Wombel and frame between horizontal and vertical, and the use of the stepladders when attaching the bell weight plates, rope, stay mechanism, and serial adapter cable.
- Novice or inexperienced use of the Wombel – safety instruction and supervision.
- Electrical safety – power to laptop and projector including handling of battery bank.
- Theft or malicious damage.

Statement of Responsibility for loss or damage

Assurance that the organisation borrowing the Wombel will accept responsibility for the Wombel while it is in their possession, including any accidental damage (beyond reasonable wear and tear), malicious damage/vandalism etc, or loss through fire or theft. The event organiser will be asked to sign and date the statement.

This will apply from collection (or delivery) until return (or pick-up) of the Wombel as agreed in the **BARROW WOMBEL LOAN DETAILS FORM**

Further reading/guidance regarding insurance for bellringing activities is available on the CCCBR website https://cccbr.org.uk/wp-content/uploads/2022/05/SM_Insurance_2022_v4.pdf

See also Ecclesiastical links in the [Risk Assessment](#) section above.

LOAN DETAILS FORM GUIDANCE

This section provides guidance to prepare for borrowing the Barrow Wombel. It describes the essential logistical planning arrangements and responsibilities that need to be confirmed and entered onto the **BARROW WOMBEL LOAN DETAILS FORM** that can be found in the next section.

Please be aware that the Barrow Wombel must be collected, transported, and returned in most instances by those requesting the Wombel.

The blank form to complete can be found in **BARROW WOMBEL LOAN DETAILS FORM**. If any field is too small or wish to provide extra information, please use the reverse of the form in the 'ADDITIONAL INFORMATION / NOTES' box.

Personal Information submitted on the forms is subject to the PRIVACY NOTICE provided at the end of this document.

Wombel Event details [Event and Target Audience]

All fields are mandatory.

Title:	The name of the event that the Wombel is taking part. e.g. School Visit
Event Description	Elaborate on the title, and include purpose e.g. Recruitment
Event Venue	Where is the event being held?
Event dates	The date (or dates) of the event.
Target audience	The target demographic and whether it relates to a specific group, families or general public

Event organiser details [Contact Details and Organisation]

Name, Telephone, and either Email or Address are mandatory

Contact Details	Name	Name(s) of the organiser (needs someone to be 18 years old or older). If under 18, identify both the young organiser and their responsible adult.			
	Telephone	Mobile and/or Landline			
	Email	Email address for correspondence			
	Address	Postal address. This is optional unless no email address is provided			
Organising For	Event is being organised on behalf of what organisation? i.e. whether it is at a guild/association or non-association level, a branch level event or a tower event. This affects the governance for the event, such as whose safeguarding policy applies. Examples for different scenarios is provided below. <i>Examples:</i>				
	LACR Association Event:				
	CDGCBR	X	LACR	✓	Other: N/A
	BRANCH	N/A		TOWER	N/A
	CDGCBR Western Branch Event				
	CDGCBR	✓	LACR	X	Other: N/A
	BRANCH	Western		TOWER	N/A
	Event independent of Carlisle Guild or Lancashire Association				
	CDGCBR	X	LACR	X	Other: North West Ringing Course
	BRANCH	N/A		TOWER	N/A
Association / Guild affiliated event independent of Branch or Tower					
CDGCBR	X	LACR	✓	Other: 3Ls	
BRANCH	N/A		TOWER	N/A	
Tower Event					
CDGCBR	X	LACR	✓	Other: N/A	
BRANCH	Furness & South Lakeland		TOWER	Cartmel	

Requested Equipment

Tick / Cross the appropriate categories – typically both Wombel and AV Equipment, but there are events where just Wombel or AV equipment are required. If want any of the extra props. Details of the available kit is provided in the colour coded BARROW WOMBEL **INVENTORY** form below.

Elaboration and clarification of the requested equipment can be provided on the reverse of the BARROW WOMBEL **LOAN DETAILS FORM** in the 'Additional Information/Notes', or more relevantly on the back page of the BARROW WOMBEL **INVENTORY**.

Transport Details

In almost all cases, the event organiser will need to arrange collection (and return) with a suitable vehicle. ¹
Please provide the

- dates and *approx.* time you expect to collect and return the equipment.
- Name and contact details of the person(s) involved with collection & return (if this is same as event organiser just say 'same as above' or 'event organiser').
- Please provide details of vehicle (e.g. make & model; or as a minimum whether it is van/flatbed/car with roofbars) that is capable of transporting the Wombel Frame including the 8ft long A-Frame. Other large/bulky items are detailed in the transport requirements detailed in the collection guidance in the Handbook (Part2).

Confirm Read & Understand the Required Assurances

The organiser must tick each box to confirm they are *fully aware* of the assurances they will need to provide before they can collect and use the Wombel.

Please read and understand the TERMS AND CONDITIONS OF THE LOAN AGREEMENT in the previous section.

Confirm Details Provided Above are Correct

The organiser (or their nominated 18+ year old responsible person) finally prints their name. signs & dates the form to confirm the details are correct and they will fully comply with the required assurances described further in the TERMS AND CONDITIONS OF THE LOAN AGREEMENT section above.

Barrow Wombel Approval

This is signed by the Barrow Wombel team when they are satisfied with the reposes provided on the form and confirms that they can provide the specified equipment on the agreed dates.

¹ On rare occasions it may be possible to deliver (e.g. if someone from Furness is going to your event).

If there is flexibility in these arrangements – contact wombel@barrowbells.org.uk to discuss mutually convenient arrangements, and then enter those agreed details. In such cases the transport section fields should reflect the agreed arrangements.

BARROW WOMBEL LOAN DETAILS FORM

WOMBEL EVENT DETAILS									
EVENT TITLE									
EVENT DESCRIPTION									
EVENT VENUE									
EVENT DATE(S)									
EVENT TARGET AUDIENCE									
EVENT ORGANISER DETAILS									
NAME									
TEL (mobile or landline)									
EMAIL									
ADDRESS (Optional)									
ORGANISING FOR:	CDGCBR		LACR		Other:				
	BRANCH				TOWER				
REQUESTED EQUIPMENT <small>*includes Wombel Computer and Speakers</small>									
WOMBEL* + FRAME + ACCESSORIES		AUDIO VISUAL EQUIPMENT*				EXTRA PROPS			
TRANSPORT DETAILS									
<i>Proposed Arrangements</i>	COLLECTION				RETURN				
DAY & DATE									
APPROX. TIME									
NAME									
MOBILE									
EMAIL									
VEHICLE									
CONFIRM READ & UNDERSTAND THE REQUIRED ASSURANCES									
PUBLIC LIABILITY		SAFEGUARDING		RISK ASSESSMENT		RESPONSIBILITY			
EVENT ORGANISER CONFIRMATION THAT DETAILS PROVIDED ABOVE ARE CORRECT									
NAME (PRINT)				SIGNATURE				DATE	
BARROW WOMBEL APPROVAL									
NAME (PRINT)				SIGNATURE				DATE	

ADDITIONAL INFORMATION / NOTES

BARROW WOMBEL INVENTORY

WOMBEL SIMULATOR

QTY	ITEMS
1	Wooden Frame + Wombel Metal Frame Top + Wheel & Bearings + Sensor reed switches & coax connector + Bolts (2 short, 2 long bell weight retaining) + Split Wheel Connecting Bolts + Toolkit (3x Allen Key; 2 x Spanner)
1	Stay Assembly 2x dowels, 6x retainer rings, 1x webbing, 2x wooden clip-on lengths of wood, 1x metal rod, 1x sprung cable
1	Rope
2	Shelves

WOMBEL FRAME

QTY	ITEMS
2	A-Frame Ladders
1	Base
1	Carpeted Board
4	Cross-Brace Poles
2	Shelves

WOMBEL LAPTOP BAG

QTY	ITEMS
1	Laptop in Laptop Sleeve
1	Cable Pouch containing <ul style="list-style-type: none"> ▪ Serial Adapter Cable (coax to USB) ▪ Laptop power adapter (2 parts) ▪ 5m HDMI to Micro HDMI video cable ▪ 2 x USB extension cable ▪ 1 x Composite video cable extension
1	USB Footswitch (3 button)
1	10m USB-C power cable
1	7.5m HDMI Extension Cable
1	External USB DVDRW Drive
1	Screen Clean Spray and Cloth
3	Combination padlocks for laptop bag
1	USB Wired Mouse
1	Network adapter and USB 3 port hub.
1	Laptop combination Cable Lock
1	Wireless Presenter (PowerPoint remote ctrl)

WOMBEL LOOSE ACCESSORIES

QTY	ITEMS
1	18m Power Extension Reel
2	Rubber Floor Trunking / Cable Tidy
5	Wooden Box Platforms
1	Werner 7 Tread Stepladders

WOMBEL ACCESSORIES BAG (including box of bits)

QTY	ITEMS
2	Bluetooth speakers each with USB charging & aux audio cables
1	Powerbank + mains adapter plug With USB-C cable and USB-A to USB-C cable
8	Laminated warning signs
2	Shelf cling / friction mats
4	Ratchet Straps
1	Bag of spare nuts & bolts
1	Bag of Wombel Spare Parts (dowels, rings, reed switches)
1	Reel of hazard tape (red & white stripe)
1	Length of red cord
1	Length of Velcro cable tie

WOMBEL PROJECTOR (in protective carry case)

QTY	ITEMS
1	Projector with clip on lens cover
1	Mains power adapter
1	Remote Control
1	USB-C power cable

WOMBEL PROJECTOR SCREEN (in carry case)

QTY	ITEMS
2	Tripod Stands with washer and butterfly nut
1	Horizontal Pole (3 sections)
1	Cloth projector screen
6	Guy lines and pegs

EXTRA PROPS

QTY	ITEMS
1	Display Panel – “All about Bells”
1	Display Panel – “All about Change Ringing”
1	6ft Wheel (2 halves + 4 edge pieces and screws)
1	Treble Headstock
1	Tenor Headstock
2	Bearings
1	Clapper
1	Stay
2	Broken Stays
2	Slider
1	Running board
1	Rope

ADDITIONAL INFORMATION / NOTES				
WOMBEL SIMULATOR				
WOMBEL FRAME				
WOMBEL LAPTOP BAG				
WOMBEL LOOSE ACCESSORIES				
WOMBEL ACCESSORIES BAG				
WOMBEL PROJECTOR				
WOMBEL PROJECTOR SCREEN				
EXTRA PROPS				
PRE-CHECKS COMPLETE (Barrow Wombel Representative)	SIGNATURE		DATE	
AGREED ITEMS ALL RECEIVED AS ABOVE (Event/Organiser Representative)	SIGNATURE		DATE	

PRIVACY NOTICE

Barrow Wombel - managed by St James Barrow Bellringers customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Contact details

Telephone

07879 411824

Email

wombel@barrowbells.org.uk

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including collection/return or delivery**:

- Names and contact details
- Addresses
- Vehicle

Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Contract

Where we get personal information from

- People directly

How long we keep information

Until either the loan agreement is cancelled before the loan commences, or all loaned equipment is returned complete and undamaged after the event for which it has been loaned.

Feedback volunteered from the event organiser or public will be retained indefinitely without any associated personal information (other than broad demographic) and this is indicated on the top of any feedback form.

Accident Report Form personal information will be retained for at least 3 years in accordance with Health and Safety Executive restrictions.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

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