

*The Diocese of Hallam*

## HEALTH AND SAFETY POLICY AND GUIDELINES

2016v1

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## Bishop's Foreword

As the Community that we call Church, we are all committed to looking out for each other's good and protecting each other from harm. That applies everywhere, parishes, schools, Religious Communities, wherever. And in whatever the way we are part of the Church.

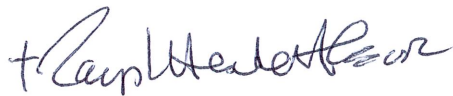
We have particular structures to help us in all of that. We are all now very familiar with our Safeguarding structures. We need to become familiar and comfortable with what we call our 'health and safety practices'.

This framework of support and guidance is to enable us all, members of the clergy, employees and volunteers and others to carry out our roles in the service and protection of others to the highest professional standards.

This policy outlines in detail the expectations of the Diocese of all those who work in it, members of the clergy, employees or volunteers, in matters relating to health and safety, and it explains to all who are members of the Diocese that they will be treated with respect, care and kindness.

Our duty of care needs to be demonstrated in proportionate and practical ways so that everybody is encouraged to be part of it. As with Safeguarding, it needs to be an essential part of what it is to be Church in this Diocese. It is part of the way in which we love one another, a very fundamental way and therefore to be embraced very positively.

I commend it to you all.



+Ralph Heskett

## General Information

**This document contains the Health and Safety Policy for:**

The Diocese of Hallam

**Date of Health and Safety Policy: April 2016**

**The policy is in four sections:**

- General Information
- General statement of policy
- Organisation and responsibilities
- Arrangements

**This policy applies throughout this Diocese including:**

- Diocesan Offices
- Diocesan Services
- Our activities as a landlord
- Parishes
- Chaplaincies
- Pilgrimages

## General Statement of Policy

The Diocese of Hallam aims via this Health and Safety Policy to protect all those members of the congregation, visitors and others who may be affected by our activities and to secure the health, safety and welfare of everybody who visits our premises or who work for us in either a paid or voluntary capacity.

We do this for the sake of the common good and to comply with current legislation.

### **Our general statement of policy is to:**

- In so far as it is reasonably practicable, to seek to provide safe environments for the health, safety and welfare of all our employees, volunteers and other relevant persons who carry out work for the Diocese.
- In so far as it is reasonably practicable, seek to provide for the health, safety and welfare of members of our congregations, visitors and others who may use our premises or take part in the activities we organise.
- Take reasonable steps to identify the hazards and associated risks within our premises and inherent in our activities and provide practical, sensible and proportionate means to control these.
- Consult with our clergy, employees and volunteers and other relevant persons on matters affecting their health and safety.
- Provide information, instruction and supervision for our clergy, employees and volunteers.
- Seek to ensure that clergy, employees and volunteers are competent to undertake the tasks expected of them or provide access to suitable competence and training where necessary.
- Seek to ensure that all hazardous substances are handled and used safely.
- Seek to provide and maintain safe plant and equipment.
- Seek to maintain a healthy and safe environment for all those who use our facilities.
- Seek to do all that is reasonable to prevent accidents and work related ill health.
- Monitor health and safety continuously and to review this policy, organisation and arrangements for implementation in the light of any changes.

In turn all those who undertake work for the Diocese, whether they are clergy, employees, volunteers or contractors, are expected to act responsibly, to prevent injury to themselves and others, and to co-operate with us in all matters relating to health, safety and the environment.

**Signature:**

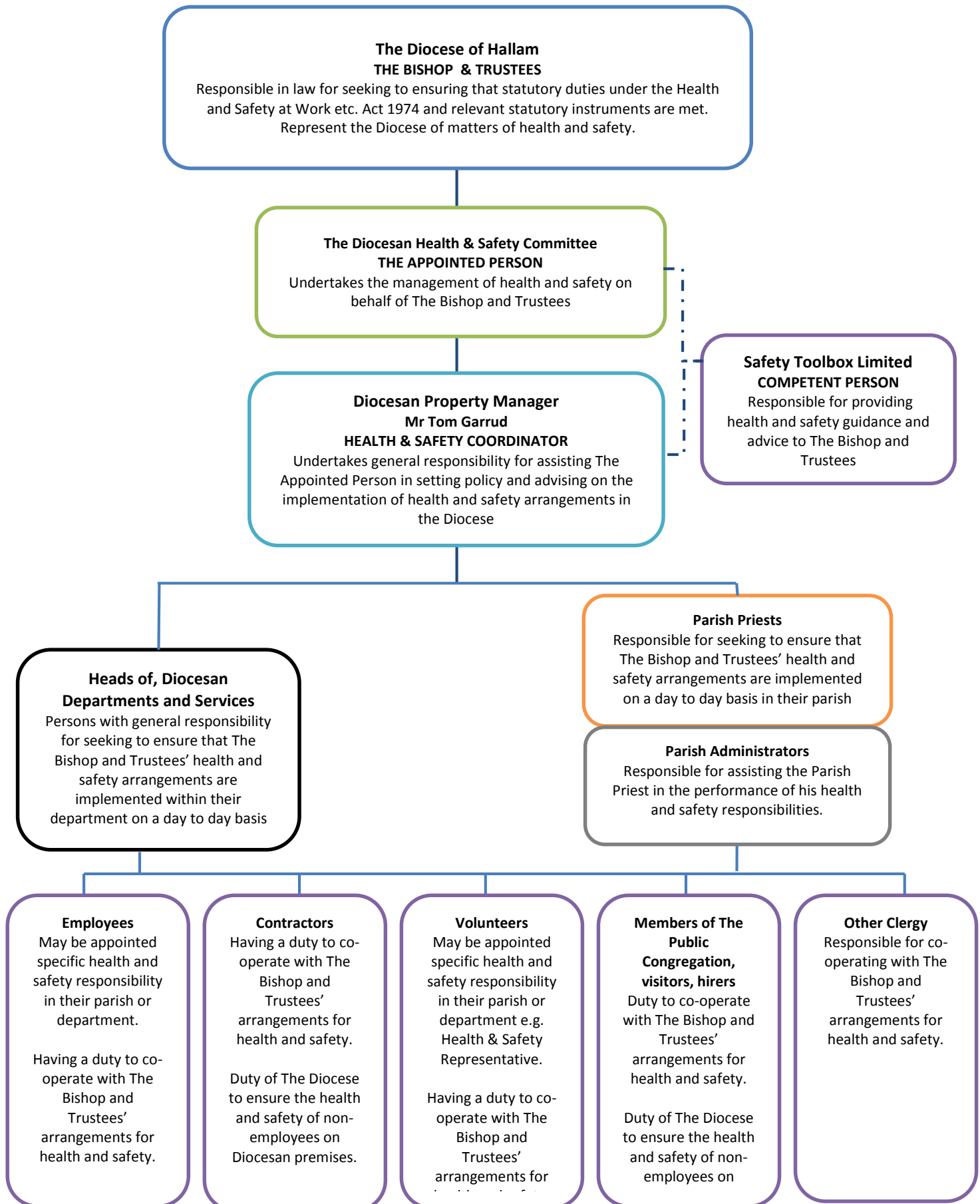


**The Right Reverend Ralph Heskett**

Bishop of the Diocese of Hallam

**Date:** 20 April 2016

## Organisation and Responsibilities





## The Responsible Person

**The Bishop & Trustees (The Responsible Person)** have a general duty of care set out in Section 2 of the Health and Safety at Work etc. Act 1974 to protect the health, safety and welfare of the members of the clergy, Diocesan employees and other people who might be affected by their business. This includes:

- Members of the clergy and Religious
- Volunteers (persons who are unpaid).
- People at particular risk including:
- Workers with disabilities
- New and expectant mothers
- Young and inexperienced workers
- Non employed persons

Section 3 of the Health and Safety at Work etc. Act 1974 imposes a general duty of care to ensure, so far as is reasonably practical, the health and safety of non-employed persons including:

- Persons visiting Diocesan premises as part of their work
- Representatives of other companies or agencies
- Contractors undertaking work on behalf of The Employer
- Third party contractors
- Members of the public
  - Congregations attending a service or event
  - Persons on adjacent premises
  - Persons hiring Diocesan facilities e.g. church halls

**The Bishop & Trustees aim to discharge this general duty of care by:**

- Providing a written health and safety policy statement setting out the commitment to health and safety matters in the Diocese.
- Providing a clear organisational structure for health and safety within the Diocese for the implementation of the Health and Safety statement.
- Seeking to ensure, in so far as is reasonably practicable, that the hazards associated with the activities of the Diocese are identified through risk assessment and that activities are planned to remove or reduce the risk of injury or loss.
- Seeking to control the risks associated with the activities of the Diocese by reference to relevant statutory instruments, approved codes of practice health and guidance or other relevant notes or other recognised best practice. Control measures to take account of identified hazards and aim to remove or reduce the risk of injury to clergy, employees, volunteers or non-employed persons. The adequacy of control measures to be evaluated through risk assessment and control measures to be practical and proportionate to the level of risk. Where existing control measures are found to be lacking, the Diocese to take appropriate corrective action.
- Monitoring and auditing where applicable the effectiveness of preventative and protective measures. Where measures are found to be inadequate the Diocese shall take appropriate corrective action.



- Reviewing the health and safety policy statement with regard to the organisation of and arrangements for health and safety matters.

The Bishop and Trustees represent the Diocese on health and safety matters.

### **The Appointed Person**

The Diocesan H&S Sub-Committee assists and advises the Trustees of the Diocese of Hallam in the discharge of their health and safety responsibilities. The Sub Committee shall take all reasonable and practical steps to seek to maintain a safe and healthy working environment which complies with statutory requirements. This will include seeking to:

- Seeking to ensure that all liability, embracing the statutory and business needs of the Diocese is covered by insurance.
- Prepare and maintain a health and safety policy for the Diocese
- Establish, implement, monitor and review an appropriate management system for health and safety in the Diocese
- Establishing and maintaining an accurate risk profile for the Diocese and an action plan to manage the risk profile.
- Establishing and co-ordinating an adequate process for the distribution of information and where necessary providing training or access to competent advice in order that Parish Priests and Parish Safety Representatives, Diocesan employees and others are supported to discharge their health and safety responsibilities.
- Implementing a system to ensure robust record keeping and reporting
- Providing an annual report to The Bishop and Trustees and interim reports on health and safety matters which warrant their attention.

### **Health and Safety Coordinator**

The Diocesan Property Manager, Mr Tom Garrud is the person who undertakes a general responsibility for assisting The Appointed Person in seeking to ensure that The Bishop and Trustees' arrangements for health and safety are implemented across the Diocese. This will include:

- Reporting to the Sub Committee on health and safety performance and changes in relevant statutory requirements
- Reporting serious accidents and incidents to the Health and Safety Executive Incident Contact Centre and coordinating an investigation into the root causes of the accident in order to prevent recurrences
- Coordinate the provision of health and safety information, instruction and training in the Diocese

### **The Competent Person**

Safety Toolbox Ltd is the organisation appointed by The Bishop and Trustees to provide competent advice and support on the management and implementation of health and safety across the Diocese.

## **Responsibility of Heads of Departments and Services**

Heads of Diocesan departments and services in the Diocese are responsible for implementing this health and safety policy and overseeing health and safety matters on a day to day basis within their departments and services. This includes:

- Providing all employees and volunteers within their department or services with the means to discuss health and safety issues e.g. regular meetings, informal chats.
- Assisting with the identification of the significant hazards associated with the activities of their department or service and the regular assessments of these risks.
- Assisting with the development and implementation of an action plan arising from the findings of these assessments to enable the constant and continuous improvement of health and safety.
- Completing safety checks where necessary and co-ordinating appropriate action where identified.
- Assisting with the preparation and implementation of safe systems of work covering the activities of their service or department. A safe system of work is a procedure to be followed by persons undertaking that activity (e.g. lone working). Such safe systems of work to be communicated to all relevant persons and to be subject to regular monitoring and review to ensure they remain appropriate and are followed.
- Advising the appropriate person of any defect in their workplace of which they become aware in order that action can be taken to maintain a safe workplace.
- Assisting with the identification of any information, instruction, supervision and training necessary to improve safety and ensuring that these are delivered to relevant personnel. This includes ensuring that safety induction training is provided to all new starters within their service or department.
- Recording accidents, incidents and ill health arising from the activities of the department or service of which they are made aware and investigating these events to a satisfactory conclusion. The aim to avoid recurrences.
- Reporting serious accidents and near miss events and ill health directly attributed to the activities of their department or service and of which they are made aware to the Health and Safety Coordinator in a timely manner and assisting with any resultant investigation.
- Assisting with the identification and maintenance of adequate first aid provisions for personnel within their department or service and communicating these provisions.

## **Responsibility of Parish Priests**

Parish Priests are responsible for implementing this health and safety policy on a day to day basis within their parishes. This includes:

- Personally adopting and encouraging by example, a safety culture within the parish which encompasses all those involved in the activities of the parish.
- Appointing a Parish Health and Safety Representative or Representatives to assist with health and safety matters and informing the Diocese of who those persons are. Parish Representatives to form part of the Parish Finance Committee membership.
- Coordinating with their Parish Administrator where applicable or their Parish Health and Safety Representative(s).
- Providing the Parish Health and Safety Representative(s) with suitable and sufficient resources to enable them to carry out their role effectively.

- Providing employees, volunteer workers and other relevant persons with access to a copy of this document and establishing by reasonable and appropriate means that the information contained therein has been read and understood.
- Providing all employees and volunteers with the means to discuss health and safety issues e.g. regular meetings, informal chats.
- Seeking to identify the hazards associated with the activities of the parish and undertaking regular assessments of the significant risks associated with all aspects of parish life.
- Developing an action plan from the findings of these assessments to enable the constant and continuous improvement of health and safety.
- Ensuring that statutory safety checks are completed and appropriate action is taken.
- Seeking to ensure that, where appropriate safety procedures are in place e.g. procedures for lone workers, fire procedures etc. Such procedures are to be communicated to all relevant persons and to be subject to regular monitoring and review to ensure they remain appropriate and are followed.
- Seeking to ensure that parish premises and equipment are, as far as is reasonably practicable, maintained in a safe condition.
- Seeking to ensure that arrangements are in place for the safe use, handling, storage and transport of articles and substances
- Seeking to ensure adequate arrangements are in place for welfare facilities for employees and volunteer workers.
- Identifying any information, instruction, supervision and training necessary to improve safety and ensuring that these are delivered to relevant personnel.
- Managing contractors so as to avoid additional risk to employees, volunteers, members of the public and the contractor.
- Seeking to ensure that adequate first aid provisions are available and that these are communicated to all personnel.
- Recording and reporting accidents, incidents, near miss events and ill health directly attributed to the activities of the parish and of which they are made aware and reporting serious accidents and events to the Diocesan HS Coordinator in a timely manner. (See Arrangements Section: Accident Reporting)
- Establishing procedures for complaints, security incidents and other emergencies.
- Seeking to ensure that statutory records, registers and other documents concerning the provision, installation, inspection, testing and maintenance of plant and equipment are kept in accordance with relevant legislation.
- Liaising with enforcement officers over health and safety matters.
- Seeking the advice of The Diocesan HS Coordinator' or Competent Person on health and safety matters of which they are unsure or where they are advised of a need to obtain competent advice.
- Ensuring that that a copy of the current employer's liability insurance is clearly displayed on the premises.
- Keep the Parish SafetyToolbox account up to date.

## Parish Administrators

Parish Administrators are responsible for cooperating and coordinating with their Parish Priest on all matters of health and safety including:

- Personally adopting and encouraging by example, a safety culture within the parish which encompasses all those involved in the activities of the parish.
- Liaising with the Parish Priest on the appointment of a Parish Health and Safety Representative or Representatives to assist with health and safety matters and informing the Diocese of who those persons are. Parish Representatives to form part of the Parish Finance Committee membership.
- Cooperating and coordinating with their Parish Priest and the Parish Health and Safety Representative(s).
- Liaising with the Parish Priest to seek to ensure that the Parish Health and Safety Representative(s) are provided with suitable and sufficient resources to enable them to carry out their role effectively.
- Providing employees, volunteer workers and other relevant persons with access to a copy of this document and establishing by reasonable and appropriate means that the information contained therein has been read and understood.
- Providing all employees and volunteers with the means to discuss health and safety issues e.g. regular meetings, informal chats.
- Seeking to identify the hazards associated with the activities of the parish and undertaking regular assessments of the significant risks associated with all aspects of parish life.
- Developing an action plan from the findings of these assessments to enable the constant and continuous improvement of health and safety.
- Seeking to ensure that statutory safety checks are completed and appropriate action is taken.
- Seeking to ensure that, where appropriate safety procedures are in place e.g. procedures for lone workers, fire procedures etc. Such procedures are to be communicated to all relevant persons and to be subject to regular monitoring and review to ensure they remain appropriate and are followed.
- Seeking to ensure that parish premises and equipment are, as far as is reasonably practicable, maintained in a safe condition.
- Seeking to ensure that arrangements are in place for the safe use, handling, storage and transport of articles and substances
- Seeking to ensure that adequate arrangements are in place for welfare facilities for employees and volunteer workers.
- Identifying any information, instruction, supervision and training necessary to improve safety and ensuring that these are delivered to relevant personnel.
- Managing contractors so as to avoid additional risk to employees, volunteers, members of the public and the contractor.
- Seeking to ensure that adequate first aid provisions are available and that these are communicated to all personnel.
- Recording and reporting accidents, incidents, near miss events and ill health directly attributed to the activities of the parish and of which they are made aware and reporting serious accidents and events to the Diocesan HS Coordinator in a timely manner. (See Arrangements Section: Accident Reporting)
- Establishing procedures for complaints, security incidents and other emergencies.
- Seeking to ensure that statutory records, registers and other documents concerning the provision, installation, inspection, testing and maintenance of plant and equipment are kept in accordance with relevant legislation.

- Assisting the Parish Priest where there is a need to liaise with enforcement officers over health and safety matters.
- Seeking the advice of The Diocesan HS Coordinator' or Competent Person on health and safety matters of which they are unsure or where they are advised of a need to obtain competent advice.
- Ensuring that a copy of the current employer's liability insurance is clearly displayed on the premises.
- Keep the Parish SafetyToolbox account up to date.

## Parish Health and Safety Representatives

Parish Health and Safety Representatives are responsible for assisting the Parish Priest and Parish Administrator (where applicable) in the day to day management of health and safety. This includes:

- Personally adopting and encouraging by example, a safety culture within the parish which encompasses all those involved in the activities of the parish.
- Attend the Parish Finance Committee and report health and safety information such as accident investigations, findings of health and safety inspections, audits etc.
- Monitoring and updating the Parish SafetyToolbox account.
- Assisting the Parish Priest in identifying and assessing all significant risks associated with the Parish and communicating the findings of risk assessments to relevant parties e.g. employees, volunteers, users of the Parish Hall, contractors etc.
- Coordinating the regular review and update of risk assessments (usually every 12 months or when there is a significant change to parish personnel, the buildings or activities carried out in them).
- Seeking to establish safe procedures for carrying out tasks such as fire evacuation and using equipment such as operating fire extinguishers are compiled, regularly reviewed and updated and that relevant personnel are familiar with your safety procedures.
- Seeking to coordinate regular statutory and where appropriate non statutory tests and inspections of Parish plant and equipment such as central heating equipment, portable electrical equipment etc. and maintaining comprehensive records of all such tests and inspections.
- Monitoring the parish accident book and implementing accident procedures with the Diocesan HS Coordinator. (See Arrangements section: Accident Reporting).
- Coordinating the provision of information, instruction, supervision and training of employees, volunteers and other relevant parties e.g. users of the Parish Hall, contractors etc.
- Assist the Parish Priest in communications with enforcement officers over matters of health and safety where appropriate.
- Operating within the limits of their competence, seeking the advice of The Appointed Person or Competent Person on health and safety matters of which they are unsure or where they are advised to seek competent advice.

People who typically fulfil this role are often able to bring professional qualifications, knowledge, skills and experience which supports them in this role. Useful skills and attributes for such a role include:

- A commitment to safety, health and welfare.
- A good working knowledge of the parish, what goes on and how activities are run.

- Good communication and organisation skills.
- Basic IT skills and access to a computer or tablet.

Persons appointed as their Parish Health and Safety Representative should be aware that, provided they act within the terms of reference outlined above, the Diocesan insurance policy covers them for claims made against them personally as a result of their activities associated with this role. For further information about Diocesan insurance cover please contact the Diocesan Financial Director.

## **Responsibility of Other Clergy, Employees and Volunteer Workers**

All employees of the Diocese have a duty to co-operate with the Diocesan Health and Safety Policy Statement including to:

- Familiarise themselves with the information contained in the Diocesan Health and Safety Policy document.
- Understand their responsibilities for health and safety.
- Operate within the limits of their competence
- Cooperate with The Diocese in meeting its statutory health and safety duties.
- Take reasonable care of themselves and others who may be affected by their acts or omissions.
- Not intentionally or recklessly interfere with or misuses anything provided in the interest of health and safety.
- Report all accidents, dangerous occurrences and near misses.
- Understand all emergency procedures applicable to the premises or area in which they are working.
- Only use plant and equipment with which they are familiar or if necessary have received training in the use of or for which they have been authorised.
- Use all plant and equipment for the purpose intended in accordance with the manufacturer's instructions.
- Use and maintain all equipment provided for personal safety in a condition fit for that use, and report any defects immediately
- Report any condition which in their opinion is a danger

## **Responsibility of Contractors**

Anyone entering our premises for the purposes of carrying out work, other than an employee or volunteer worker will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

- Discharge their undertakings in a safe manner, within relevant health and safety laws, codes and standards.
- Conduct themselves in a manner sympathetic and respectful to the environment in which they are working.
- Have their own Health and Safety policy (where required by law) and provide a copy of the same which will be retained by the engaging party.
- Produce evidence that they have appropriate public and employers' liability insurance in place and provide a copy which will be retained by the engaging party.
- Demonstrate that they are competent to carry out the task for which they are engaged. This may be by reference to membership of a recognised trade association, references from other customers, evidence of qualifications held etc.

- Comply with all the requirements of this health and safety policy and co-operate with the engaging party or their authorised delegate(s) in providing an environment in which people can use the premises in which the work is being carried out whether at work or otherwise.
- Not commence work until they have received a safety induction specific to the premises where they are working and given by an authorised person e.g. Parish Priest or Parish Committee Member.
- Take appropriate precautions to avoid exposure to asbestos.
- Not undertake any unauthorised building or maintenance work.
- Where plant and machinery is brought onto Diocesan premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the engaging party or their authorised delegate(s). However, responsibility will remain with the contractors.
- Any 'high hazard work' carried out on Diocesan premises must be carried out using a 'permit to work' and managed appropriately. High hazard work includes any hot work, roof work etc.
- All contractors must observe the smoking arrangements in force on the premises where they are working. Usually this will require no smoking inside the premises and the disposal of waste smoking materials in a manner appropriate to the prevention of fire.

### **Responsibility of Persons Hiring Diocesan Premises**

- Anyone hiring Diocesan premises e.g. the Church Hall, whether for a financial consideration or not, must co-operate with the terms and conditions imposed by the person in control of the hired premises e.g. the Parish Priest or administrator.
- Hirers must report any accident or unsafe condition of which they become aware during the course of their hire to the person in charge or as instructed within the terms and conditions of hire.
- Hirers should undertake their own risk assessments for general usage and fire.
- Hirers should be aware that they are responsible for any loss or damage they cause whilst using Diocesan premises. Private hirers may wish to purchase public indemnity insurance cover to protect against costs incurred in the event of loss or damage. Commercial hirers and contractors providing a service or attraction and engaged by a hirer must ensure they have public indemnity insurance with a minimum limit of indemnity of £5 million. Proof of insurance should be given to the parish before confirmation of hire is signed.
- Hirers for children's groups must have their own child protection procedures and will be expected to follow these. A copy of child protection procedures should be provided to the person in control of the hired premises and adherence to these procedures will form part of the hire agreement.
- In all cases, the hirer must ensure their activities are in sympathy and respectful of the teachings of the Catholic Church and will not cause offence.
- Hirers are responsible for ensuring they are familiar with the emergency procedures applicable to the premises they are hiring and have made suitable and sufficient provisions to implement these.



## SafetyToolbox

In this Diocese we have adopted an online health and safety and property management tool to assist all stakeholders in the management of their health and safety responsibilities. This system is called SafetyToolbox. Every parish has access to the system with accounts provided to each Parish Priest. The Parish Priest may, if he chooses, create a further 4 accounts for individuals in his parish who will assist him with health and safety matters.

The SafetyToolbox system is used to assist in:

- Identifying health and safety and maintenance requirements which apply to each premises for which an account is provided
- Scheduling health and safety and maintenance work
- Providing access to health and safety information and templates to assist persons involved in health and safety matters
- Providing access to professional support to respond to minor queries
- Providing reporting to management at local and Diocesan level to identify compliance with health and safety requirements

## Contact Information

**If you have a health and safety query or concern feel free to contact any of the following:**

**1. The Diocese of Hallam**

Mr Tom Garrud  
Hallam Pastoral Centre  
St. Charles' Street  
Sheffield S9 3WU  
**Telephone:** 0114 256 6420

**2. Your Line Manager**

**3. Your Parish Priest, Parish Administrator or Parish Health and Safety Representative**

**4. The Environmental Health Department of your Local Authority**

**5. The Health and Safety Executive (HSE)**

**Website:** <http://www.hse.gov.uk>

**Your local HSE Office and Knowledge Centre:**

Foundry House  
3 Millsands  
Riverside Exchange  
Sheffield S3 8NH

Covers South Yorkshire

City Gate West  
Level 6 (First Floor)  
Toll House Hill

Nottingham  
NG1 5AT  
Covers Derbyshire and Nottinghamshire

**6. SafetyToolbox (*Account holders only*)**

**Email:** [info@safetytoolbox.co.uk](mailto:info@safetytoolbox.co.uk)

**Website:** [www.safetytoolbox.co.uk](http://www.safetytoolbox.co.uk)

## Arrangements

The following section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of members of the clergy, employees, voluntary workers, contractors and members of the public.

These arrangements are designed to demonstrate a level of commitment to managing particular hazards across our Diocese. The exact manner in which these measures are arranged may vary from one premises to another.

### Accident Reporting

- It is our policy to encourage the reporting of accidents, incidents and near-miss events and to manage these to a satisfactory conclusion, the aim to avoid recurrences. Accident reporting procedure is outlined in the Appendix.

**For more information about accident reporting and investigation refer to the Accident Reporting section of the SafetyToolbox Online Information Centre.**

### Asbestos

- We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 and will take account of all related Approved Codes of Practice, recognised guides and notes.
- Within this policy “asbestos” refers to any fibrous form of:
  - Crocidolite – blue asbestos
  - Amosite – brown asbestos
  - Chrysotile – white asbestos
  - Anthophyllite
  - Tremolite
  - Actinolite and any mixture which contains one or more of the above.
- The presence of asbestos containing materials (ACMs) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACMs, are most likely to present risks.
- Persons in control of our premises including Parish Priests will be made aware of the dangers associated with ACMs and measures to protect persons from exposure to these materials. This will

be by the information in this policy and guidance document and also by reference to guidance materials provided on our online health and safety management system.

- Surveys are carried out on our premises to establish the likelihood of ACMs and where appropriate confirm the presence of ACMs (e.g. prior to demolition or refurbishment). Some suspect or identified material may remain in situ, having been made safe and being closely managed to prevent the accidental release of fibres.
- Some suspect or identified material may remain in situ, having been made safe and being closely managed to prevent the accidental release of fibres. Records of ongoing monitoring of ACM's remaining in our premises will be retained on our online health and safety management system.
- No person should commence invasive work on any of our premises without the authority of the person responsible for that premises or that persons authorised delegate. Part of the authorisation process will include identifying the risk that the work may expose persons to asbestos fibres and providing sufficient information on the presence of asbestos containing material to enable those persons undertaking the work to take reasonable precautions to enable them to carry out the work safely.
- Only persons trained to identify and work with ACMs should be permitted to work with asbestos on our premises.

**For more information about managing asbestos in premises refer to the Asbestos section of the SafetyToolbox Online Information Centre.**

## **Building Structure**

- We will seek to ensure, so far as is reasonably practicable, that all those using our premises whether for work, worship or visitors are able to do so safely. In order to achieve this, our building(s) are inspected regularly including a detailed check carried out every five years by the Diocesan Property Manager, or appointed building surveyor or architect.
- Inspections include an examination of our grounds to ensure that slip and trip hazards are avoided.
- Any large trees which could present a hazard to people using our premises will be inspected regularly by a tree specialist and any remedial action identified will be implemented appropriately.
- The success of our arrangements to maintain safe buildings for our clergy, employees, volunteers, contractors and members of the public relies on the co-operation of all persons using the premises. If you discover any fault, damage or defect please report it.
- Where necessary, temporary measures will be taken to avoid the risk of accident or injury until permanent repairs can be carried out.
- A check should be made of glazing in the building(s) to seek to ensure that glass in windows below waist height, in doors and beside doors below shoulder height is of a safety material or is protected against breakage.
- Where significant structural cracking is observed a structural engineer will be engaged to advise on the stability of the building.

## Building and Maintenance Work

- Building and maintenance should be properly planned and carried out by persons competent to undertake the work safely. This includes the safety of those directly involved in the work AND others likely to be exposed to the work such as clergy, paid and volunteer workers, members of the public and contractors.
- A large proportion of building, refurbishment and maintenance work carried out on Diocesan property falls within the scope of the **Construction (Design and Management) Regulations 2015 (CDM15)**. These Regulations seek to secure construction health and safety through:
  - Managing the risks to health and safety by applying the general principles of prevention:
    - Avoiding risks where possible;
    - Evaluating those risks that cannot be avoided; and
    - Putting in place proportionate measures that control them at source.
  - Appointing the right people and organisations at the right time.
  - Making sure everyone involved has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety.
  - Encouraging and facilitating duty holders to co-operation and communicate with each other and co-ordinate their work.
  - Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.
- For the purposes of CDM15, 'construction work' is defined broadly as work involving construction work, construction materials or construction skills.
- Part 2 of CDM15 outlines the duties of the Client, the person for whom the construction project is carried out e.g. the parish priest. Broadly these duties require that the Client makes suitable arrangements for managing projects and maintaining and reviewing them for their duration so that work is carried out in a way that manages the health and safety risks involved and that appointments are made with respect to the other duty holders who will work on the project (designers and contractors).
- For projects which involve more than one contractor, the Client is required to appoint a principal designer and principal contractor and to undertake sufficient and reasonable enquiries to establish that they are competent to carry out their duties.
- For projects undertaken using in-house personnel (paid or volunteer workers) which fall within the scope of CDM15, the Client assumes the duties which would otherwise be appointed to other duty holders. This will require careful consideration of the hazards and risks associated with the work to ensure that there is sufficient competence available to carry out the work safely. Competence from third party contractors MUST be sought where in house competence is in doubt.
- Larger projects, (those which last more than 30 working days AND have more than 20 workers working simultaneously on site at any one time OR those which exceed 500 person days) will require notification to the relevant enforcing authority. This will be coordinated by the Diocesan Property Manager who will also ensure that all appointments required under the CDM Regulations are made in a timely manner and according to the requirements of these regulations.

- Building and maintenance work which falls outside the scope of CDM15 must be managed in accordance with the Health and Safety at Work etc. Act, 1974, the **Management of Health and Safety at Work Regulations 1999** and other applicable legislation.

**For more information about building and maintenance work and CDM15 refer to the Building and Maintenance Work section of the [SafetyToolbox Online Information Centre](#).**

## Children and Young People at Work

- For the purposes of this policy document we define children as those persons under school leaving age (currently 16 years). Young people are defined as those persons over school leaving age but under 18 years.
- We recognise that children and young people may be at increased risk in the workplace due to their immaturity, inexperience and lack of risk awareness. We also recognise that persons over 18 years who are new to the world of work may be similarly vulnerable and will manage such persons on a case by case basis.
- Where young people/children are involved in work experience/or are employed we ensure that we comply with applicable employment and working hours legislation. We also undertake a specific risk assessment of the tasks which the young person/child is to be undertaking which takes into account their immaturity, inexperience and lack of risk awareness. The individual is provided with additional instruction and supervision as determined by the risk assessment.
- In the case of employment/work experience of children, we ensure that the findings of the risk assessment are shared with their parent or legal guardian prior to the placement/work starting.

**For more information about Young Workers refer to the Young Workers section of the SafetyToolbox Online Information Centre.**

## Consultation

- The Diocese is committed to a partnership approach to risk management involving all those who work for us whether members of the clergy, employees or volunteers.
- We aim to encourage upwards and downwards consultation using existing channels including:
  - Committees such as The Trustees and Parish Finance Committees
  - Deaneries
  - Appointment of Parish Health and Safety Representatives
- We aim to consult with relevant persons through these channels on matters such as:
  - Changes that may substantially affect their health and safety e.g. changes in work procedures, policy etc.
  - Arrangements for competent advice and assistance on health and safety matters e.g. mentoring for parishes or services
  - The provision of information on health and safety risks and preventative measures
  - The planning and organising of health and safety training

- Locally, parishes, Diocesan offices, services etc. are encouraged to involve those who plan and organise activities in the identification and evaluation of hazards and risks and in the choice of measures to protect the health, safety and wellbeing of all participants.

## Control of Contractors

- For the purposes of this document, a contractor is defined as any person who is engaged to undertake work for the Diocese and who is other than a member of the clergy or a paid or volunteer worker.
- We recognise that when contractors are engaged to work on Diocesan premises, we have obligations to seek to plan, monitor and control their work for the safety of everyone who could be affected by their activities. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together with carefully selected, competent contractors to ensure that our workplaces remains safe and without risk to health.
- Where persons in control of our premises engage contractors then a process should be followed to undertake reasonable checks to establish that the contractor is competent including having appropriate insurance.

The majority of contract work falls within the definition of ‘construction’ and as a client we recognise our responsibilities under the **Construction (Design and Management) Regulations 2015 (CDM15)** (see Building and Maintenance Work).

**For more information about managing contractors, building and maintenance work and CDM15 refer to the Building and Maintenance Work section of the [SafetyToolbox Online Information Centre](#).**

## Disabled Persons

- For the purposes of this document, our definition of disabled is taken from the Equality Act, 2010 where a person has a physical or mental impairment that has a ‘substantial’ and ‘long term’ negative effect on their ability to carry out normal daily activities.
- We recognise that disablement need not be a barrier to contributing to the workplace. We are committed to the inclusion of disabled and temporarily disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.
- Individual needs are discussed with the individual concerned on a case by case basis to facilitate agreement of a practical solution to maintaining their health, safety and well-being and to avoid endangering others who might be affected.
- We also recognise that there are occasions when people are temporarily disabled, for example following an accident or illness. We endeavour to encourage persons suffering temporary disablement to continue to work or participate in the activities of the Diocese as far as they feel able and will undertake to do that which is reasonable and practical to accommodate this.

## Display Screen Equipment

- For the purposes of this document we define display screen equipment as a device or equipment that has an alphanumeric or graphic display screen and includes both conventional display screens and those used in emerging technologies such as laptops, touch screens etc.
- We recognise that the incorrect use of display screen equipment can impact on the health and wellbeing of the user. Accordingly we seek to avoid musculoskeletal and other health problems associated with the use of display screen equipment by raising awareness to the potential causes, encouraging the use of adjustable equipment as much as possible and encouraging people using such equipment to do avoid situations which could cause discomfort.
- We recognise that individual factors influence the manner in which a workstation is set up and encourage users to assess their workstation and report problems in order to seek an individual solution as far as is reasonably practicable to do.

**For more information about display screen equipment refer to the Office section of the SafetyToolbox Information Centre.**

## Driving for Work

- We recognise that there are occasions where an individual's work duties necessitate the use of a motor vehicle for example, members of the clergy visiting parishioners or the Property Manager visiting church premises to discuss construction or repair work.
- For the purposes of this document we define driving for work as that which is required in order for the individual to carry out their work. We do not mean commuting or choosing to drive where other forms of travel could be used or where the task could be completed another way.
- Whilst everyone who uses the public highway has a duty to comply with road traffic legislation, we recognise that we have some responsibilities as an employer to take practical and proportionate measures to keep workers involved in this activity safe.
- Paid and volunteer workers, required to undertake driving activities in pursuit of their work may be asked to provide evidence of their qualification and fitness to drive as well as evidence that the vehicle they use is fit for purpose and road worthy.
- We seek to avoid putting drivers under excessive pressure such as might reasonably contribute to a road traffic accident e.g. avoid imposing unrealistic deadlines for completing journeys and not distracting drivers from the road by unnecessary contact with the office i.e. use of mobile phones while driving.
- We encourage drivers to join a vehicle road side assistance scheme whether or not they need to drive as part of their work.

**For more information about driving for work refer to the Driving for Work section of the SafetyToolbox Online Information Centre.**



## Drugs and Alcohol

- We recognise that the use of drugs and alcohol in our society is becoming increasingly common and that the misuse of drugs and alcohol often affects an individual's performance, conduct and relationships.
- We are committed to seeking to provide a safe environment for all people who work at or use our premises and participate in our activities and regard the excessive consumption of alcohol and illegal use of drugs to be in conflict with this aim. Accordingly we will encourage our clergy, paid and volunteer workers to be mindful of the risks associated with working whilst under the influence of drugs and alcohol (which includes prescription drugs which might affect performance etc.) and that they ensure they are fit and capable to carry out the duties required of them.
- Visit the [NHS Choices website](#) to find out more about help and support for overcoming addiction.

## Electrical Safety

- We recognise that electricity at work covers many areas of operations and can be associated with high risk conditions.
- We seek to maintain electrical installations on our premises in a safe condition. Every 5 years electrical installations on our premises will be tested and inspected by a suitably competent person. Test and inspection reports will be retained on our online health and safety management system with remedial work implemented in accordance with the engineer's recommendations.
- For the ongoing safety of electrical installations we will rely on the person in control of our premises to undertake regular visual inspections of sockets, switches and distribution boards as well as responding to faults in a manner to avoid the installation falling into a dangerous state.
- Only qualified, competent persons may undertake work on electrical installations in our premises.
- Any temporary electrical installation for which we are directly responsible will be installed, maintained and decommissioned by a suitably competent person.
- Where electrical equipment is provided for use by our clergy, paid or volunteer workers or members of the public we seek to ensure that it is fit for purpose and measures implemented to maintain such equipment in a safe condition.
- It is recognised that the maintenance of electrical equipment will require the cooperation and vigilance of people using such equipment to report defects and remove faulty equipment from service.

**For more information about electrical safety refer to the Electrical sections of the SafetyToolbox Online Information Centre.**

## Environment

- We continually review the impact our activities and premises have on the environment and identify ways where improvements can be made.
- It is the policy in this Diocese to be aware of the harmful effects our activities have on both the local and global environment.

- We will seek to comply with all relevant environmental legislation.
- We seek to raise awareness throughout our Diocese on environmental issues and enlist the support of clergy, employees, volunteers and other relevant personnel in improving our environmental performance.
- We will encourage the adoption of similar principles by our suppliers.

## Events

- Health and safety issues are integral to the planning and delivery of events organised by the Diocese. This includes regular liaison with our health and safety consultants.
- A risk assessment will be developed for the event which is coordinated by a designated team and regularly reviewed to ensure it remains accurate and up to date.
- Parishes are encouraged to establish a process for the planning and delivery of events held on parish premises or run by parishes but held away from parish premises. Such events include fetes and celebrations which are open to members of the public and where larger than usual numbers are likely to attend. A risk assessment should be developed for the event, coordinated by a designated person or team and this should be regularly reviewed to ensure it remains accurate and up to date.

**For more information about running events refer to the Events section of the SafetyToolbox Online Information Centre.**

## Fire Safety

### Our Policy

- Our policy is to seek to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, an assessment of the fire risks in Diocesan premises and the risks to neighbouring premises will be carried out. Where the risk to life is considered unacceptable appropriate corrective measures will be implemented.
- In particular, it is our policy to seek to ensure that:
  - Fire hazards are managed to avoid the risk of fire starting.
  - In the event of fire starting there is a means of detection within in a reasonable time and provision for people to be warned of danger.
  - People who may be in the building(s) can get out safely.
  - Those in the building(s) know what to do if there is a fire.
  - Fire fighting equipment is provided which is appropriate to the type of fire anticipated and which is easily accessible, serviceable, and well maintained.
  - To carry out regular inspections and maintenance to all our fire protection systems and equipment and to keep records of such inspections and maintenance.

## General Procedures

- All designated fire exits will be capable of being opened immediately without the need for a key prior to our premises being occupied for work or prior to services or events in our churches and church halls
- Where occupancy of the building(s) exceeds 60 people in number, an alternative means of escape will be provided.
- Alternative fire exits will be clearly identified.
- All fire exits and escape routes will be free from obstruction at all times when building(s) are occupied.
- Persons in control of our premises are encouraged to establish emergency procedures for the safe evacuation of all occupants from their premises, to identify persons to assist with the implementation of emergency evacuation procedures and provide suitable and sufficient information, instruction and where necessary training to enable such persons to carry out their role effectively. This may involve the practicing of emergency evacuation procedures where appropriate.

## Emergency Fire Procedure

### **If you discover a fire:**

- 1.** Raise the alarm according to the specific arrangements in your premises e.g. shout FIRE, activate the nearest fire alarm call point etc.
- 2.** Remember to warn occupants of neighbouring building(s) who are likely to be at risk if the fire spreads
- 3.** Call the fire brigade by dialling 999 from the nearest available telephone
- 4.** Clear the building and switch off any plant or equipment which might make the fire worse e.g. cooking equipment, ventilation equipment but without taking personal risk
- 5.** Attack the fire if you have been trained to do so using the appliances provided, but without taking personal risk.
- 6.** Evacuate the building by the nearest available exit to the fire assembly point which will be a place where people will be safe from the fire  
Try to close all doors and windows behind you as you leave, without taking personal risk
- 7. DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
- 8. AWAIT THE FIRE BRIGADE AND DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**

**For more information about fire safety refer to the Fire section of the SafetyToolbox Online Information Centre.**

## First Aid

- As a minimum, a first aid box and a person appointed to take charge of first aid arrangements such as calling an ambulance, will be provided in our administrative offices. Employees in these offices will be advised about the first aid arrangements available to them.
- Whilst we recognise that it is not a legal requirement that we make provision within our first aid arrangements for persons other than our paid workers we seek to provide first aid equipment in most of our churches and church halls and at other Diocesan services. We rely on the good will of volunteers to provide first aid treatment at our services and other activities.
- The persons in control of other Diocesan premises are encouraged to review their first aid arrangements regularly and update these arrangements where appropriate. As a minimum premises should provide a basic first aid kit containing a selection of simple dressings. Lotions,

creams, tablets and other items which could be regarded as a medicine must NOT be included in first aid boxes provided for use by paid or volunteer workers or members of the public.

**For more information about first aid refer to the First Aid section of the SafetyToolbox Information Centre.**

## **Food Safety**

- We seek to follow good hygiene practice governing the preparation and storage of foodstuffs.
- We seek to ensure that all food handlers who regularly provide a food service for Diocesan facilities and services have access to appropriate information, instruction, supervision and training on safe food handling.
- We encourage parishes to assist with the implementation of good hygiene practices among food handlers and provide training where food preparation is a regular parish activity. Other Diocesan facilities are responsible for ensuring they meet their statutory obligations with regard to food hygiene.
- We endeavour to ensure that an appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- We cannot guarantee that any food provided on Diocesan premises for consumption by clergy, employees, volunteers or members of the public is suitable for people with food allergies or intolerances. If you have a food allergy or intolerance you must decide the most appropriate action for your needs.
- Kitchen furniture and equipment will be fit for purpose, kept clean and well maintained.
- Persons using kitchen facilities and equipment must ensure they are authorised to do so by the responsible person at the premises.

**For more information about food safety refer to the Food Safety section of the SafetyToolbox Online Information Centre.**

## **Hazardous Substances**

- We recognise that hazardous and dangerous substances may be stored and used on our premises including cleaning substances, glues, paints, sealants and resins.
- The activities undertaken on our premises may also generate hazardous or dangerous substances such as during building and maintenance work though not normally by activities undertaken by our clergy, employees or volunteers.
- We will encourage the avoidance of hazardous and dangerous substances as far as is reasonably practicable, substituting hazardous substances with those which are non-hazardous or less hazardous. Where it is not possible we seek to minimise the risks to users, the environment and other people likely to be at risk by encouraging a thorough assessment of the hazards and risks and the implementation of suitable and sufficient control measures to reduce these.

**For more information about hazardous substances refer to the Harmful Substances section of the SafetyToolbox Online Information Centre.**

## Heating Equipment

- Heating equipment is maintained and checked regularly by a competent contractor e.g. Gas Safe registered engineer for gas equipment. Records of checks and maintenance work will be kept on file and a copy of the annual gas safety certificate or equivalent where other forms of heating apply will be retained on the online health and safety management system. Any remedial work will be implemented according to the recommendations of the engineer.
- Portable heating equipment is avoided where possible. Where portable heating equipment is necessary it is selected to be fit for purpose, is well managed to avoid fires and trip hazards and is well maintained.
- Persons in control of our premises will be encouraged to establish emergency procedures for heating appliances e.g. suspected gas leaks, oil leaks and to communicate such procedures to relevant persons.
- Measures to protect personnel from the effects of exposure to carbon monoxide gas are implemented where appropriate. This is usually by means of the installation of a carbon monoxide gas alarm installed near the gas appliance.
- Surfaces which become hot such that a burn or scald could be sustained are protected by a suitable guard to prevent direct contact.

## Legionnaires' Disease

- The Diocese recognises the risk presented by the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) (ACOP) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and takes steps to manage these risks.

These include:

- Assessment of Legionnaires' disease risk and where appropriate the preparation of a scheme for preventing or controlling the risk, conducted by a competent contractor.
- Where appropriate the appointment of a 'responsible person' with authority and responsibility for day to day implementation of the universal precautions and testing specified in the HSE's ACoP and any specific precautions specified in the risk assessment.
- The maintenance of records of all applicable maintenance and testing together with a copy of the risk assessment and details of the competent person who conducted it. Copies of such records to be kept on our online health and safety management system.
- Monitoring to check the records and confirm that the precautions have been implemented.
- All plumbing alterations will be carried out by trained plumbers in order to ensure compliance with water regulations and byelaws.

**For more information about Legionella refer to the Legionella section of the SafetyToolbox Online Information Centre.**

## Lifting Operations and Lifting Equipment

- Lifting equipment will be purchased according to a process which seeks to ensure equipment is fit for purpose and complies with appropriate standards.
- All persons involved in lifting operations **MUST** be competent and where appropriate qualified for the task and authorised to operate the plant and equipment involved.
- Lifting equipment will be maintained according to the provisions of the Provision and Use of Work Equipment 1998 (PUWER) and where appropriate the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- All lifting operations will be planned, supervised and assessed for risk.

**For more information about lifting operations and lifting equipment refer to the Lifting Equipment section of the SafetyToolbox Online Information Centre. Mobile Elevated Work Platforms (MEWPS) are covered in the Work at Height section of the Information Centre.**

## Manual Handling

- Manual handling is defined as any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.
- We recognise that manual handling operations have the potential to cause musculoskeletal disorder (MSD) which can lead to long term ill health. We are committed to the avoidance those activities which could increase the risk of long term ill health for the good of The Diocese, our clergy, paid and volunteer workers and society as a whole. Accordingly we will:
  - Where possible seek to design out manual handling risks prior to any alteration to our buildings, new activities or the purchase of new equipment.
  - Encourage the people in control of our premises to raise awareness to the dangers of manual handling among their personnel and where necessary carry out an assessment of the hazards and associated risks to establish practical and proportionate measures to minimise their impact.

**For more information about manual handling refer to the Manual Handling section of the SafetyToolbox Online Information Centre.**

## New Starters

- We recognise that new starters are likely to be unfamiliar with their work place and work role. As such they may be at increased risk.
- We encourage all those in control of premises to establish an effective means to:
  - Seek to ensure new appointees are competent to carry out the tasks associated with their employment (whether paid or voluntary).
  - Where gaps exist to provide additional training and/ or supervision. The level of supervision will be commensurate with the level of risk and take into account individual characteristics e.g. age and aptitude.



- Provide new starters with safety critical information such as fire procedures and first aid arrangements within their first day at work (Safety Induction Training).

**For more information about managing new starters including a checklist for carrying out and recording Safety Induction Training refer to the New Worker section of the SafetyToolbox Online Information Centre.**

## **Performance Monitoring and Audit**

We are committed to regularly monitoring, auditing and continually improving our health and safety performance. To do this we will:

- Identify health and safety goals for The Diocese which are specific, achievable, realistic and timely. We will use these goals to establish a health and safety action plan which we will use to measure our performance on an annual basis.
- Arrange for our health and safety performance to be independently audited by our health and safety consultants initially on an annual basis.

In addition:

- The Diocesan Property Manager, Tom Garrud will monitor health and safety performance via SafetyToolbox and make a regular report to the Diocesan Health and Safety Sub Committee who will meet quarterly.
- The Health and Safety Sub Committee will report any health and safety matters of note to The Diocesan Trustees meeting quarterly. Otherwise a report on health and safety performance will be presented to The Trustees annually.
- At Parish level Parish Health and Safety Representatives will monitor health and safety performance in the parish and report regularly to the Parish Priest and/or the Parish Finance Committee.
- Where deficiencies in health and safety performance are noted we will consult with all relevant parties to seek a practical and sustainable resolution.

## **Personal Protective Equipment**

- Personal protective equipment is defined as equipment that will protect the user against health and safety risks. It can include items such as safety glasses, head protection, high visibility clothing, safety footwear, gloves and safety harnesses.
- Taking account of what we know about our normal day to day activities, the activities likely to necessitate our clergy, paid or volunteer workers to use PPE is mainly restricted to cleaning and maintenance tasks. The type of PPE required tends to be limited to simple items such as gloves, glasses, footwear, high visibility clothing and ear defenders.
- We encourage the person in control of our premises to be aware of the activities being undertaken in and around the premises for which they are responsible and to provide suitable and sufficient PPE where there is no reasonable alternative in order to protect persons from exposure to a

hazard. Such equipment must be provided at no charge to those needing to use it. No person should be asked to undertake a task for which they are not competent and should highlight the limits of their competence for the removal of doubt.

- Where PPE is used for the protection of exposure to a hazard, persons needing to use the equipment should be familiar with the purpose of the equipment and understand how to correctly use, store, maintain and replace the equipment.

**For more information on PPE refer to the PPE section in the SafetyToolbox Online Information Centre.**

## **Personal Safety**

- Violence at work is defined by the Health and Safety Executive as ‘Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment.’
- We recognise that our clergy, employees and volunteers may be at risk from violence or harassment particularly from members of the public. These persons may be at risk because they are involved in activities such as:
  - Working with individuals who have known risks e.g. persons with mental health issues or intoxicated
  - Travelling between locations
  - Carrying equipment, confidential information or involved in the counting or transportation of money
  - Working alone in their work base or working away from their principal work base

These persons are likely to be physically isolated from colleagues and without access to immediate assistance.

- Persons in control of our premises are encourage to raise awareness to the hazards and risks to themselves and their paid and volunteer workers and establish practical and proportionate measures to control these hazards and risks. For example, persons at risk should:
  - **Be** competent to undertake their duties safely
  - Not take unnecessary risks
  - Be aware of the hazards and risks to which they are exposed and the measures to be used to protect them e.g. avoiding working late at night, avoiding working in isolated areas, ensuring access to a safe means of escape etc.
  - Make sure that their line manager or other responsible person is aware of any medical condition or other personal circumstance which might reasonably impact on their ability to work safely alone or in a high risk situation.
  - Know what to do if something goes wrong
  - Inform a colleague, family member or friend (whichever is appropriate) is aware of their whereabouts, what he or she is doing and when they should be expected back to their normal workplace or home.
  - Report promptly any concerns, threats or potentially dangerous situations.

**Persons who have a responsibility for managing people who are vulnerable to violence and harassment e.g. line managers, Parish Priest etc. must:**

- Understand the importance of ensuring the hazards and risks are correctly evaluated.
- Obtain professional advice and assistance when problems arise
- Understand the practical and emotional implications of working alone or in difficult situations

- The Diocese will identify those activities taking place in our parishes and other Diocesan facilities and evaluate these specifically for the purposes of determining the level of risk posed to those involved and whether there is a need to do more to protect people.
- Reducing the risk will primarily depend on establishing guidelines for appropriate working procedures and providing training for those involved.
- The design of workplaces also influences the risk and where we have the opportunity to redesign workplaces, we will seek to include improvements to reduce the risk of violence.
- We will robustly investigate any incidents of violence and harassment to our personnel to identify the root causes and avoid recurrences.
- Management and occupational health support is available to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police for a full investigation of any person who assaults our clergy, employees or volunteers.

## Pilgrimage

- The Diocese undertakes a regular pilgrimage to Lourdes. In addition, there may be other pilgrimages which fall within the activities of the Diocese.
- These pilgrimages rely on volunteers to provide support to pilgrims, some of which may have complex needs.
- We seek to ensure that our pilgrimages are arranged to avoid accidents and incidents.
- In line with our arrangements for other Diocesan events, an assessment of the significant risks associated with the pilgrimage will be undertaken by the Pilgrimage Coordinator. The significant findings will be communicated to relevant persons.

## Pregnant Workers

- We are committed to protecting the health and safety of women of childbearing age and new or expectant mothers, to ensure compliance with the **Management of Health and Safety Regulations 1999**. We do not equate pregnancy with ill health, but we recognise that the health and safety implications must be addressed.
- Persons in control of our premises will ensure that suitable and sufficient generic risk assessments are carried out and documented to incorporate significant, foreseeable hazards to women of childbearing age. Upon receipt of written notification that a paid or volunteer worker is pregnant this generic risk assessment will be reviewed to identify whether there is a need to carry out a person specific risk assessment for the expectant mothers and their unborn child. Remedial action will be taken based on these assessments, taking into account the level of risk identified.
- Employees and other persons affected are made aware of the results of risk assessments so that new or expectant mothers are not put at risk of injury or ill-health from any foreseeable hazard.

**For more information about managing the health and safety of pregnant workers refer to the Pregnant Workers section of the SafetyToolbox Online Information Centre.**

## Risk Assessments

- Risk assessment is a systematic process by which the potential risks that may be involved in an activity or undertaking are evaluated.

- We recognise our legal duty to identify the significant hazards associated with our activities and to carry out a suitable and sufficient assessment of the risks posed by such hazards to eliminate or reduce the risk of injury, ill health or loss.
- The person in control of our premises e.g. the Parish Priest or the Head of a Diocesan Department is responsible for ensuring that risk assessments are carried out, regularly reviewed and updated where appropriate. Copies of certain risk assessments will be kept on our online health and safety management system.
- Risk assessments include identification of relevant hazards and associated risk and an evaluation of current measures to protect people from harm. Where it is considered that further measures are necessary, which may be in response to legislative requirements the person carrying out or reviewing the assessment should identify these measures and establish a priority and timescale for their implementation.
- The significant findings of risk assessments are communicated to relevant persons in the form of safe working procedures for example, lone working procedure, emergency fire procedure etc.
- When considering risk assessment be aware that:
  - A hazard is anything which may cause harm, such as electricity, working from a ladder, using a cleaning chemical etc.
  - A risk is the chance, big or small, that somebody might be harmed by these hazards together with an indication of how serious the harm could be.
- We recognise that most of the personnel on whom we rely to manage risk in our premises (clergy, paid and volunteer workers) are not trained health and safety professionals, nor do we believe it is necessary for them to be so. We are committed to providing resources to assist people unfamiliar with risk assessment to undertake thorough and meaningful assessments through our online health and safety management system. For many assessments commonly required for the activities and undertakings of the Diocese, the system provides online interactive risk assessment questionnaires designed to help people with little health and safety knowledge.

**For more information about risk assessment refer to the Risk Assessment section of the SafetyToolbox Online Information Centre.**

### **Safe Access, Egress and Work Place**

- We will endeavour so far as is reasonably practicable to provide safe access, egress and a safe place of work for all those working at our premises.
- Some of our activities take place in areas to which the public have access. We therefore take account of risks to the public within our risk assessments including the risks to children and people with disabilities.
- We will encourage those in control of our premises to undertake regular inspections to identify hazards which might affect people working in, visiting or passing by our premises. Where hazards cannot be immediately rectified we encourage those in control to put in place effective and appropriate measures to warn people of the dangers and protect them from such dangers.

- Where the activities or undertakings conducted in our premises result in the temporary obstruction of fire exits and escape routes and affect the functioning of safety critical systems and equipment such as fire alarms and fire extinguishers we encourage those in control to take account of this and make alternative arrangements to maintain a safe environment for their personnel and members of the public.
- For the duration of building and maintenance work, when the building is in use, we will use appropriate risk control measures such as barriers and signs. We will take into account the need to be alert to building users who may have special needs or be too young to comprehend warning signs and instructions.
- Safety equipment will be provided to assist people in an emergency including fire extinguishing equipment.
- Warning signs and signals will be provided to warn personnel and other users of our premises of hazards to which they might reasonably be exposed. Persons in control of our premises are encouraged to identify these hazards through risk assessment. Signs and signals should be deployed appropriately in accordance with statutory requirements and best practice.
- Winter weather introduces particular hazards into our premises which if not adequately controlled can lead to a serious accident or incident. We recognise that accidents or incidents could be made worse as a consequence of other hazards e.g. ice and snow. Accordingly we encourage persons in control of our premises to endeavour to clear and treat surfaces made slippery by ice and snow to reduce the risk of slips and falls. Where winter conditions exist for a prolonged period of time surfaces should be treated regularly to avoid them refreezing. Where it is not practical to clear or treat surfaces, suitable and sufficient warning of the hazard should be provided.

**For more information on matters relating to safe access to, movement around and egress from premises refer to the Safe Access and Egress section of the SafetyToolbox Online Information Centre.**

### **Safe Environment and Welfare Facilities**

- We will seek to ensure that so far as is reasonably practicable that we provide a safe environment and suitable and sufficient welfare facilities for those working at our premises e.g. toilets, washing and kitchen facilities.
- The comfort of our staff, whether they are paid or volunteer workers, is a high priority and we will do all that is reasonably practicable to seek to ensure the thermal comfort, adequate ventilation and sufficient lighting of our premises. This will be achieved by providing:
  - A means of heating our premises which is appropriate to the nature and use of the premises
  - windows which can be opened
  - portable fans where necessary
  - lighting which is suitable for the tasks undertaken
  - where required emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.

- All equipment provided for the purpose of workplace comfort is subject to periodic checks, maintenance and repairs by competent persons. Certain checks will be recorded and copies kept on our online health and safety management system.
- To assist in monitoring the indoor workplace temperature, thermometers should be available.

**To find out more information on safe environment and welfare facilities refer to the Office section of the SafetyToolbox Online Information Centre.**

### **Safeguarding of Children, Young People and Vulnerable Adults**

- This Diocese is committed to safeguarding children, young people and vulnerable adults in accordance with the procedures and guidance issued by the Catholic Safeguarding Advisory Service (CSAS) and available at [www.csas.uk.net/resource-area](http://www.csas.uk.net/resource-area).
- We have appointed a Safeguarding Coordinator and Clergy Advisor and all our clergy and other relevant personnel are committed to raising awareness of the importance of safeguarding and establishing processes to support it.

### **Safety of Plant and Equipment**

- We recognise the importance of seeking to provide plant and equipment which is fit for purpose, well designed to minimise risk to users and well maintained. Accordingly, we encourage those persons in control of our premises to establish purchasing policies and maintenance regimes which meet these high standards and introduce appropriate measures to assist people using plant or equipment in understanding how to do so correctly.
- People using complex machinery or equipment in our premises should be trained to do so including being familiar with emergency procedures. Effective measures **MUST** be established to avoid untrained persons operating complex or dangerous machinery or equipment e.g. equipment locked away.

**For more information on work equipment refer to the Work Equipment section of the SafetyToolbox Online Information Centre.**

### **Slips, Trips and Falls**

- We endeavour to ensure, so far as is reasonably practicable, that floor or ground surfaces are fit for purpose and maintained to minimise the risk of slips and trips.
- We review our premises for slip, trip and fall hazards and take action to resolve any issues identified. Housekeeping standards and the condition of floors are reviewed regularly and corrective measures implemented where defects are found.
- The prevention of slip and trip accidents in the workplace relies on the involvement of all personnel and everyone is encouraged to deal with hazards when noticed. Personnel are reminded of the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.
- Storage areas are of sufficient capacity, well managed and are under the control of an identified person.

- Cleaning regimes should be designed to control the build-up of dust, grease and other slip hazards, with all hard flooring cleaned regularly. If there is a spillage, local personnel are encouraged to ensure that it is cleaned up promptly and any wet floor is clearly highlighted.
- Suitable warning should be given where floors remain wet after cleaning or as a result of other causes such as wet weather is deployed e.g. wet floor signs, positioning of personnel to provide warning etc. However, floors which people are expected to use whilst wet, should be dried so far as is reasonably practicable.
- Waste should be removed regularly to ensure that it does not accumulate and cause a trip hazard.
- Personnel are encouraged to wear sensible footwear on our premises taking account of the activity in which they are involved, the conditions etc.
- Suitable and sufficient lighting should be provided for normal tasks, and emergency lighting provided to aid escape in case of lighting failure. Lighting should be routinely checked.
- Persons in control of our premises are encouraged to establish arrangements for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

**For more information about managing slip and trip hazards refer to the Safe Access and Egress section of the SafetyToolbox Online Information Centre.**

## Smoking

- Smoking is not permitted within any of our premises to which members of the public, paid or volunteer workers have access.
- Signs are displayed at entrances in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on Diocesan business if it is being used to carry passengers.
- Smokers are requested to ensure that they have disposed of their smoking material in a manner which avoids a fire starting i.e. material fully extinguished and NEVER brought back into the buildings for disposal. Where smoking is identified as a significant hazard on our premises receptacles will be provided for smoking materials.
- Visit the [NHS Choices website](https://www.nhs.uk/choices) for help and support for people wanting to give up smoking.

## Work Related Stress

- Stress is defined as ‘the adverse reaction people have to excessive pressure or other types of demand placed on them’.
- We recognise that work-associated stress is a health and safety issue and acknowledge the importance of identifying and reducing work-associated stressors. We also recognise that stress can be caused by factors outside the work environment such as relationships, high pressure personal incidents such as bereavement, moving house etc. We cannot seek to interfere with how individuals manage stress outside the work environment but we do recognise that these pressures affect work performance and could impact on the health, safety and wellbeing of those suffering from stress, work colleagues and other relevant persons.

- We recognise that people have different tolerance levels when coping with stress and therefore seek to manage work related stress on a case by case basis whilst following the general guidelines outlined in our Staff Handbook.
- Common indicators of stress include:
  - Low self esteem
  - Making more mistakes at work
  - Working inefficiently
  - Working excessive hours
  - Behaving out of character
  - Increased reliance on alcohol, caffeine and/or nicotine
  - Disturbed sleep patterns
  - Poor concentration and memory loss
  - Feeling unwell, disorientated or emotional
- Anyone recognising these symptoms and who feels that their work could be affected as a result should take the following steps:
  - Employees should contact their Line Manager.
  - Clergy should contact their Bishop or Vicar General.
  - Volunteers should contact the person within their parish or Diocesan service to whom they report.
  - In all cases you should request a meeting explaining why you want to see them. You can take a co-worker with you for support if you feel you need to.
  - If it is identified that the stress is being caused or made worse by work factors we will discuss how we can work together to reduce the stress.
  - We may refer you to a medical practitioner or ask you to see your GP.
- You can get advice and support on managing stress from the [NHS Choices website](#).

**For more information about work related stress refer to the Work Related Stress section of the SafetyToolbox Information Centre.**

## Working Alone

- The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’ Lone working may occur when clergy, employees or volunteers are working alone in our premises, working in the premises before or after normal hours and when working away from the main work site.
- It is our policy to avoid the need for lone working as far as is reasonably practicable. Where lone working is unavoidable the person in control of the site or worker will be responsible for determining appropriate means to minimize the risks to our employees and volunteers.
- Contractors who undertake work on our premises are responsible for their own lone working arrangements but in any case may not commence work without the authority of the person in control of the premises at which they are working.

**For more information about working alone refer to the Vulnerable Groups section of the SafetyToolbox Information Centre.**



## Working at Height

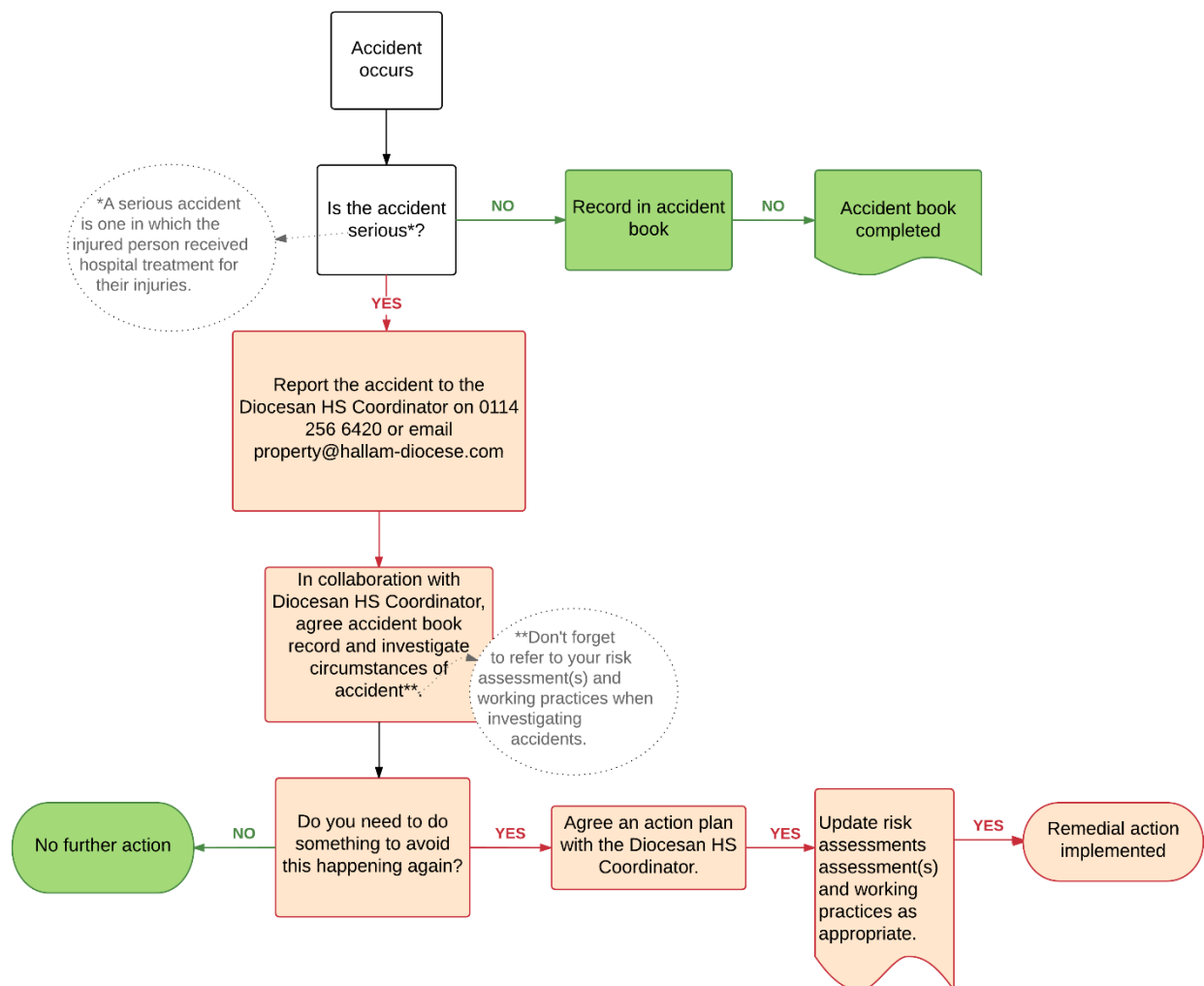
- Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance likely to cause personal injury (for example through a fragile roof).
- As far as is reasonably practicable the person in control of our premises should design tasks to avoid the need to work at height. In particular we recognise that a fall in excess of 2 metres (2m) is more likely to result in serious injury. As such no untrained person should be permitted to work where they might fall more than 2m unless adequate measures are in place to prevent a fall e.g. guarding to an exposed edge or use of a work platform rather than a ladder.
- Where it is not possible to avoid work at height an assessment of the hazards and risks should be undertaken and appropriate measures to control these implemented. Control measures should be in line with the hierarchy of control outlined in the **Work at Height Regulations 2005**.

### **Hierarchy of control measures Work at height Regulations 2005**

- Avoid the need to work at height e.g. use extending equipment from ground level.
- Prevent falls using appropriate access equipment e.g. work platforms.
- Reduce the distance and consequences of a fall should one occur.
- Persons in control of our premises **MUST** ensure that persons engaged in work at height are competent to do so or supervised by someone who is competent. This is likely to require engaging competent contractors where competence is not available 'in house.'
- The person in control of our premises should carry out a general work at height risk assessment a copy of which should be recorded on the parish SafetyToolbox Online account.
- Ladders, steps and other equipment used for work at height **MUST** be subject to routine checks which should be recorded on the parish SafetyToolbox Online account.
- Where clergy, paid or employed persons are involved in work at height the following should apply:
  - Persons working by themselves should **NOT** be permitted to carry out work from height.
  - Work carried out at very high level (which for the purposes of this document is defined as work involving a standing height in excess of 2metres) **MUST** carry out a task specific risk assessment and safe working method which **MUST** be communicated to all relevant personnel.

**To find out more about work at height refer to the Work at Height section of the SafetyToolbox Information Centre.**

## Accident Procedure – Parishes



## Accident Procedure – HS Coordinator

