

*The Archdiocese of Cardiff*

HEALTH AND SAFETY POLICY AND GUIDANCE

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## Archbishop's Foreword

As members of the Church, we are all committed to the Common Good. This includes being responsible for the welfare of every person and protecting each other from harm. These principles reflect the teaching of Jesus to "Love one another as I have loved you". They are expressed wherever we gather, in churches, schools, parish centres and Religious Communities. The fact that we might choose to label some of this practice of care 'Health and Safety' is purely coincidental.

Already in the Church we have a structure of Safeguarding for children and vulnerable adults. Part of our moral and legal responsibility is to ensure the safety and well-being of all people with whom the Church relates. This duty of care on the part of the Diocese is expressed in the framework of support and guidance to each parish in order to help the clergy, employees and volunteers to exercise their responsibilities to the highest possible standards.

The responsibilities outlined in this policy document outlines the requirements expected in the proper exercise of our duty of care. It explains to all who come into contact with the organisation of the Church that they will be treated with respect, care, kindness and safety. That is one reason why the implementation of this Health and Safety Policy will require us all to work together.

A handwritten signature in black ink that reads "George Stack". The signature is written in a cursive style with a large initial 'G'.

+George Stack  
Archbishop of Cardiff

## General Information

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

The Archdiocese of Cardiff

**Date of Health and Safety Policy: May 2015.**

**Reviewed: September 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
- Parishes
- Diocesan schools
- Chaplaincies
- Prayer & retreat centres
- Houses and other rented property

## General Statement of Policy

The Archdiocese of Cardiff (The Responsible Person) 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.

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

- In so far as it is reasonably practicable, provide 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, 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.
- Seek 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.
- Provide and maintain safe plant and equipment.
- Seek to maintain a healthy and safe environment for all those who use our facilities.
- 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.

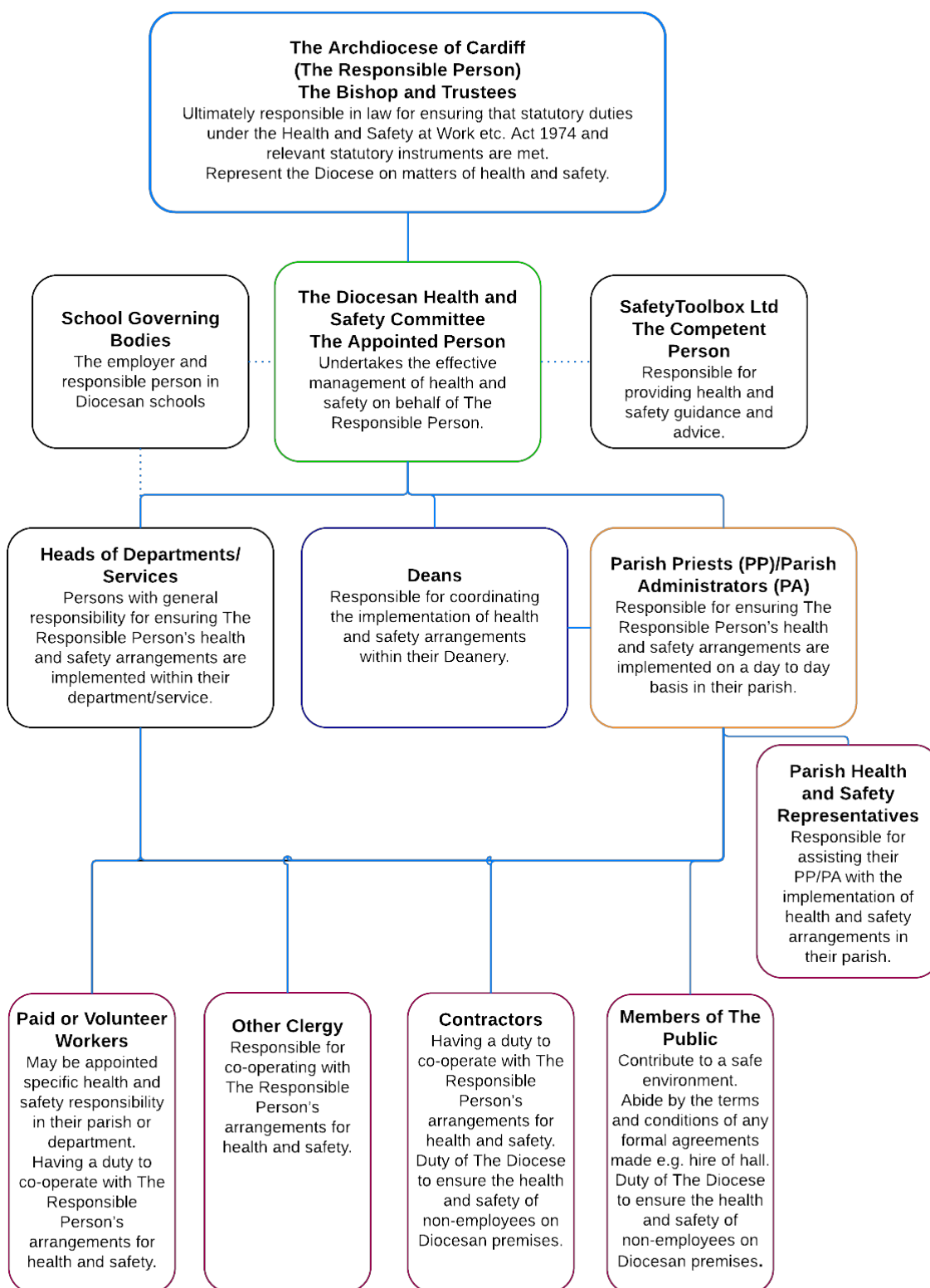


**The Most Reverend George Stack**

Archbishop of Cardiff

**Date:** May 2015

# Organisation and Responsibilities



## The Responsible Person

**The Archbishop & 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 their employees and other people who might be affected by their business. This includes:

- Members of the clergy
  - 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 engaged to undertake work on behalf of an authorised agent of the Diocese e.g. a Parish Priest or Head of Department.
- 
- Third party contractors
  - Members of the public including:
    - Congregations attending a service or event
    - Persons on adjacent premises
    - Persons hiring Diocesan facilities e.g. church halls

**The Archbishop & 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.
- Providing a practical means of identifying the significant risks associated with the activities of the Diocese and assisting the relevant persons to assess those risks in order to remove the risk or reduce it to an acceptable level.
- Providing a practical means for parishes and Diocesan Services to manage their health and safety effectively. (SafetyToolbox Online System)
- Monitoring and reviewing 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.
- Including health and safety as a regular agenda item.



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

## The Appointed Person

The Diocesan H&S Committee comprises the Diocesan Property Manager, Diocesan Treasurer and the Vicar General. The Committee assists and advises the Trustees of the Diocese in the discharging of their health and safety responsibilities.

The Committee shall take all reasonable and practical steps to maintain a safe and healthy working environment which complies with statutory requirements. This includes:

- Preparing and maintaining a health and safety policy for the Archdiocese.
- Establishing, implementing, monitoring and reviewing an appropriate management system for health and safety in the Diocese.
- Reporting serious accidents 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.
- Establishing and co-ordinating an adequate process for the distribution of information and where necessary training for Parish Priests and Parish Safety Representatives, Diocesan employees and others to ensure that everyone has the knowledge, skills and confidence to discharge their health and safety responsibilities.
- Implementing a system to ensure encourage robust record keeping and reporting.
- Providing an annual report to The Archbishop and Trustees and interim reports on health and safety matters which warrant their attention.

## The Competent Person

SafetyToolbox Ltd is the organisation appointed by The Archbishop and Trustees to provide competent advice and support on the management and implementation of health and safety across the Archdiocese.

## Responsibility of Heads of Departments and Services

Heads of Diocesan departments in the Archdiocese 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 with the means to discuss health and safety issues e.g. regular meetings, informal chats.
- Recording all 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 Diocesan Property Manager or Diocesan Treasurer in a timely manner and assisting with any resultant investigation.
- 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.
- Ensuring that, where appropriate, safety procedures are in place e.g. lone working, fire procedures etc. Such procedures 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.
- Assisting with the identification and maintenance of adequate first aid provisions for personnel within their department or service and communicating these provisions.

### **Responsibility of Deans**

Deans in the Archdiocese are responsible for assisting The Appointed Person in the implementation of this health and safety policy and coordinating health and safety matters on a day to day basis within their Deanery. This includes:

- Providing all clergy and paid and volunteer workers within their Deanery 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 Deanery and the regular assessment of these risks.
- Assisting in the implementation of action arising from risk assessments within their Deanery.
- Assisting with the identification of any information, instruction, supervision and training necessary to improve safety and in ensuring that these are delivered to relevant personnel.
- Advising The Appointed Person of any health and safety concerns arising in their Deanery.

### **Responsibility of Parish Priests/ Parish Administrators**

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 Archdiocese of who those persons are. Parish Representatives to form part of the Parish Finance Committee or Parish Advisory Council membership.
- Coordinating with their Parish Health and Safety Representative(s) and their Dean on health and safety matters.
- Where a Parish Administrator is appointed they will coordinate with the Parish Priest where appropriate and vice versa.

- Providing the Parish Health and Safety Representative(s) with suitable and sufficient resources to enable them to carry out their role effectively.
- Communicating the relevant parts of this policy and guidelines document to paid and volunteer workers and other relevant persons and establishing by reasonable and appropriate means that such information has been understood.
- Providing all employees and volunteers with the means to discuss health and safety issues e.g. regular meetings, informal chats.
- Identifying 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 safety checks are completed and appropriate action is taken.
- Seeking to ensure that, where appropriate, safety procedures are in place e.g. lone working, fire procedures etc. Such procedures 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 arrangements are in place for the safe use, handling, storage and transport of articles and substances hazardous to health.
- Seeking to ensure adequate arrangements are in place for the provision of welfare facilities for employees and volunteer workers and other relevant personnel where appropriate e.g. contractors.
- Identifying any information, instruction, supervision and training necessary to improve safety and ensuring that these are delivered to relevant personnel and records kept. This includes safety induction training for all new personnel including persons hiring parish facilities e.g. church hall.
- Managing the appointment of 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 Archdiocese. (See Arrangements Section: Accident Reporting)
- Investigating minor accidents, incidents and ill health of which they are made aware to avoid recurrences and cooperating with the Archdiocese in the investigation of serious accidents and incidents.
- Establishing procedures for complaints, security incidents and other emergencies and communicating these to relevant persons.
- Seeking to ensure that all 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.
- Seek the advice of The Appointed 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.
- Keeping the Parish SafetyToolbox Online 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 or Parish Advisory Council and report health and safety information such as accident investigations, findings of health and safety inspections, audits etc.
- Monitoring and updating the Parish SafetyToolbox Online 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 (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 reporting serious and potentially serious accidents and incidents to The Archdiocese. (See Arrangements section: Accident Reporting)
- Seeking to coordinate the provision of information, instruction, supervision and training of employees, volunteers and other relevant parties e.g. users of the Parish Hall, contractors etc.
- Assisting the Parish Priest in communications with enforcement officers
- Operating within the limits of their competence and seeking the advice of The Appointed Person on health and safety matters of which they are unsure or where they are advised to seek competent advice.

**NOTE:** It is anticipated that Parish Health and Safety Representatives are likely to be volunteers from within a parish community. Occasionally they may be paid workers whose role incorporates health and safety responsibilities. Representatives are also likely to have little previous health and safety knowledge or experience. 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 Finance Office at Archbishop's House.

Resources to assist Parish Health and safety Representatives are provided by the Archdiocese in the form of SafetyToolbox Online, access to competent advice for specific health and safety advice and face to face forums, seminars or training sessions. There is no additional charge to parishes for use of these resources.

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

All clergy, parish and volunteer workers of the Archdiocese 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 & Guidelines document.
- Understand their responsibilities for health and safety.
- Operate within the limits of their competence
- Cooperate with The Archbishop and Trustees in meeting their 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 misuse anything provided in the interests of health and safety.
- Report all accidents, dangerous occurrences, work related illness 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 to their line manager or Parish Priest any condition which in their opinion is a danger.

## **Responsibility of Contractors**

Anyone entering Diocesan premises for the purposes of carrying out work, other than a member of the clergy, 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 and other insurance relevant to the work to be undertaken in place and provide a copy which will be retained by the engaging party.

- Demonstrate that they have the skills, knowledge and experience. 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 safely 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 condition of hire.
- 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. 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.

## Governing Bodies of Voluntary Aided Schools

The Archdiocese is committed to working together with school governing bodies and local authorities to provide staff and pupils with a safe environment in which to learn and develop.

In our voluntary aided and independent schools the Board of Governors is the employer and responsible person in respect of health and safety matters. This includes:

- Establishing health and safety policies and procedures.
- Risk identification and management.
- Monitoring and review of health and safety performance.
- Provision and maintenance of premises, plant and equipment.

In voluntary aided schools in Wales, school governors and local authorities share responsibility for the provision, repair and maintenance of school premises, plant and equipment under the Voluntary Aided (VA) Schools Grant Programme. Voluntary aided schools in Wales receive funding for capital repairs and maintenance projects via their Diocese.

It is the responsibility of individual governing bodies to highlight repair and maintenance issues requiring funding under the Capital Repairs and Maintenance Programme (CRAMP) to the attention of the Archdiocese.

Queries regarding health and safety responsibilities in schools should be directed to the Diocesan Education Director. Queries regarding school premises or CRAMP applications should be directed to the Diocesan Property Manager.

## Contact Information

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

**1. Archdiocese of Cardiff**

The Diocesan Property Manager  
Mr Christopher Jones  
Archbishop's House  
41/43 Cathedral Road  
Cardiff CF11 9HD

**Telephone:** 029 2037 4148

**Email:** <mailto:property@rcadc.org>

2. **Your Line Manager**
3. **Your Dean, Parish Priest 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>

**Local HSE Office and Knowledge Centre:**

<http://www.hse.gov.uk/contact/maps/waleswest.htm>

**Report an injury, disease or dangerous occurrence online at**

<http://www.hse.gov.uk/riddor/report.htm>

**Report a work related death or specified injury by telephone: 0345 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm)

**Report a work related death, serious incident involving multiple casualties or major disruption to the local area to the out of hours HSE duty officer by telephone on 0151 922 9235.**

6. **SafetyToolbox (*Account holders only*)**  
**Email:** [info@safetytoolbox.co.uk](mailto:info@safetytoolbox.co.uk)  
**Website:** <https://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, volunteer workers, contractors and members of the public.

These arrangements are designed to demonstrate a level of commitment to managing particular hazards and risks 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 recording of all injury accidents, however minor, in an Accident book or on an Accident Form. It is also our policy to encourage the recording of all serious non-injury incidents.
- A means of recording accidents and incidents is provided at all our administrative offices. Parishes and other Diocesan services are encouraged to make suitable provisions for the recording of accidents and incidents.
- Parish Health and Safety Representatives should assist their Parish Priest to implement Diocesan accident reporting procedure. Serious accidents, incidents and ill health which are reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** must be reported to the Diocesan Property Manager, Christopher Jones at the earliest opportunity. Christopher Jones will ensure that the accident is reported to the Health and Safety Executive (HSE) Incident Contact Centre without delay using the appropriate form from the [HSE website](#) and that the insurer is notified. Flow diagrams illustrating Diocesan Accident Procedures are available in the Accident Reporting section of the online Information Centre and Appendix 1(a)& 1(b) of this document. A copy of parish procedures should be displayed prominently in the Parish Office or other appropriate location to remind parish staff of what to do.
- Where we are made aware of ill health which a member of the clergy or a paid or volunteer worker believes to be related to their work undertaken for the Archdiocese, such ill health will be managed in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.
- All accident records and associated information will be filed confidentially and retained for at least 3 years.

**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 will be 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). Copies of these survey reports will be recorded on our online health and safety management system.
  - 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 shall 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 are 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 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 and 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 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 at any point in the project or those which exceed 500 person days) will require notification to the relevant enforcing authority. This will be coordinated by the 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.

Smaller construction projects incurring cost of more than £2,000 will be referred to the Property Manager for approval and managed thereafter at local level. Higher value projects incurring costs of more than £10,000 will be submitted for approval by the Trustees and will be managed by the Property Manager.

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](#).

## Building Structure

- We will ensure, so far as is reasonably practicable, that all those using our premises whether for work, worship or as 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 our Property Manager
- Inspections include an examination of our grounds to avoid slip and trip hazards.
- ~~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, paid and volunteers workers, 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 accidents until permanent repairs can be carried out.
- A check will be made of glazing in the building(s) to ensure that any 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 advice on the stability of the building.

## 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 will comply with applicable employment and working hours legislation.
- Consideration of the risks associated with the tasks which the young person/child is to be undertaking allowing for their immaturity, inexperience and lack of risk awareness, should be made. Where appropriate a person specific risk assessment should be carried out. The individual ~~will~~ should be provided with additional instruction and supervision as determined by the findings of the risk assessment.

- In the case of employment/work experience of children, the significant findings of risk assessment must be shared with their parent or legal guardian, school or college 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 Archdiocese is committed to a partnership approach to risk management involving all those who work for it whether members of the clergy, paid or volunteer workers.

We aim to encourage upwards and downwards consultation using existing channels including:

- Committees such as The Trustees, Parish Finance Committees and Parish Advisory Councils
- Deaneries
- Appointment of Parish Health and Safety Representatives
- Creation of a Diocesan Health and Safety Committee

We will consult with relevant persons through these channels on matters such as:

- Changes that may substantially affect their health and safety, for example, 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 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.

## Contractors

- For the purposes of this document, a contractor is defined as any person who is engaged to undertake work for the Archdiocese 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 avoid their work adversely impacting on the health, safety and well-being of those persons who might reasonably be affected by the work being carried out including our clergy, paid and volunteer workers and members of the public. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together, using carefully selected, competent contractors to ensure that our premises remain safe and avoid risks to health.
- To assist our parishes and managers of other Diocesan services we are able to provide a database of approved contractors. As such these contractors have undertaken work for the Archdiocese which has been to a high standard and checks have been carried out to establish competence including being appropriately insured.

- Where persons in control of our premises engage contractors outside of our database then a process should be followed to undertake reasonable checks to establish that the contractor is competent including having appropriate insurance.
- Contractors engaged to carry out work which falls within the scope of the **Construction (Design and Management) Regulations, 2015 (CDM15)** are expected to be competent to fulfil their requirements under these regulations. (See Building and Maintenance Work for more detail on CDM work).

**For more information about managing contractors 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 activities of the Archdiocese. We are committed to the inclusion of disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.
- In the case of individual paid or volunteer workers, their needs should be dealt with locally and involve discussion 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 Archdiocese as far as they feel able and will undertake to do that which is reasonable and practical to accommodate this.
- In instances of temporary or permanent disablement of clergy, this will be a matter for the Archbishop or the Vicar General.

## 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 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. A scheme is available to employees of the Archdiocese. For more information please refer to the Diocesan Treasurer.
- Matters relating to work related driving and the clergy will be dealt with by the Bishop or the Vicar General.

**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 providing 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 requested 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 Archdiocese to accept responsibility for limiting and/ or reducing 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, paid and volunteer workers 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 Archdiocese. 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 our premises and the risks to neighbouring premises will be carried out. Where necessary, 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.
- Regular inspections and maintenance will be carried out to fire protection systems and equipment and records kept of such inspections and maintenance. Test and inspection records will be retained on our online health and safety management system.

## General Procedures

- All designated fire exits MUST 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 MUST be provided.
- Alternative fire exits will be clearly identified.
- All fire exits and escape routes ~~will~~ MUST 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.

Outline emergency fire procedures are provided below:

**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. If this is a mobile phone give the full postal address of the premises and if asked confirm that there is evidence of fire (e.g. smell or sight of smoke and flames).
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, we seek to ensure that a first aid box and a person appointed to take charge of first aid arrangements such as calling an ambulance, is provided in our administrative offices. Staff 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, storage and service of foodstuffs.
- We seek to ensure that all food handlers who regularly provide a food service at our administrative offices and other Diocesan 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, providing appropriate information, instruction, supervision and where necessary formal training depending on the nature of the food preparation activity. Other Diocesan facilities are responsible for ensuring they meet their statutory obligations with regard to food hygiene.
- We seek 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 do not guarantee that food provided on Diocesan premises for consumption by clergy, paid or volunteer workers or members of the public is suitable for people with food allergies or intolerances. Persons with food allergies or intolerances must make their own judgement based on their understanding of their condition.
- 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, paid or volunteer workers.
- 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 should be checked and maintained regularly by a competent person e.g. Gas Safety 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 identified will be implemented according to the recommendations of the engineer.
- Portable heating equipment should be avoided where possible. Where portable heating equipment is necessary it should be selected to be fit for purpose, be well managed to avoid fires and trip hazards and be well maintained.
- Persons in control of our premises are 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 must be implemented where appropriate. This will usually involve 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 will be protected by a suitable guard to avoid direct contact.

## Legionnaires' Disease

- The Archdiocese 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:

- An initial assessment of the risk in our premises to identify those premises where more thorough assessment/ professional intervention may be required.
- Where appropriate it may be necessary to prepare a scheme for preventing or controlling the risk.
- Where appropriate it may be necessary to appoint a 'responsible person' with authority and responsibility for day to day implementation of the measures identified to control legionella.
- The maintenance of records of applicable maintenance and testing together with a copy of the risk assessment and details of the person who conducted it. Copies of such records to be kept on our online health and safety management system.

- Records gathered in pursuit of monitoring of legionella controls should be checked to confirm that the precautions have been correctly implemented.
- All plumbing alterations will be carried out by trained plumbers in order to ensure compliance with water regulations and byelaws and to avoid creating the conditions conducive to the growth and development of legionella.

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

## Lifting Operations and Lifting Equipment

- Lifting equipment must 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 will be competent and where appropriate qualified for the task and authorised to operate the plant and equipment involved.
- Lifting equipment must 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 must 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 Archdiocese, 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 are at increased risk.
- We encourage all those in control of premises to establish an effective means 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.**

## Night Shelters

- We recognise that night shelters run by parish communities provide a vital service to support those people who find themselves without safe shelter, particularly during the coldest months of the year.
- Parishes are free to run night shelters provided they are able to meet the health and safety and fire safety requirements to ensure that guests, volunteers running the shelter and others who might be affected by the activity are not put at unreasonable risk.
- In particular you **MUST** undertake a risk assessment covering all aspects of your night shelter and implement action arising from this risk assessment. A copy of your risk assessment **MUST** be kept on your parish SafetyToolbox Online account.
- You **MUST** review your risk assessment in advance of any plans to provide a night shelter in the future to take account of past experience, new conditions within your premises, or the people running the shelter and any changes in statutory requirements.

**For more information about night shelters refer to the Night Shelters section of the SafetyToolbox Online Information Centre.**

## Personal Protective Equipment (PPE)

- 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 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 been 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, paid and volunteer workers may be at risk of violence or harassment 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 who are intoxicated
  - Travelling between work locations
  - Carrying equipment, confidential information or involved in the counting or transporting of money
  - Working alone in their work place or working away from their principal work base.

These persons may 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) of their whereabouts, what they are doing and when they should be expected back to their normal workplace or home.
- Report promptly any concerns, threats or potentially dangerous situations to their line manager, Parish Priest, Vicar General or Bishop as appropriate.



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

- 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.
- Clergy experiencing violence and harassment should contact their Vicar General.
  - The Archdiocese will seek to 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 our premises 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, paid or volunteer workers.

**For more information about managing the health and safety of people who work alone refer to the Vulnerable Groups section of the [SafetyToolbox Online Information Centre](#).**

## **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 should ensure that suitable and sufficient generic risk assessments are carried out and documented to incorporate significant, foreseeable hazards to women of child-bearing 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 will be 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](#).**

## Rented Property

Where property of the Archdiocese is rented to a third party tenant for a financial consideration, we seek to ensure our duties as landlord are discharged correctly. Rented property within our parishes should be identified through the online management system. Further tools are available within the system to assist parishes to identify the tasks and related records applicable to the rental.

The Archdiocese recognises the requirements of the Rent Smart Wales scheme for domestic rental properties located in Wales which are controlled by an assured, assured short hold and regulated tenancy agreement. Since formal training needs to be undertaken to be licenced for tenant management the Archdiocese has requested that a managing agent be appointed to arrange the tenancy and manage the property professionally.

The Archdiocese Property Manager maintains the register of Rent Smart licenced properties. Any enquiries as to whether a property has been registered for private domestic rental should be made via the property manager.

We seek to ensure that our tied properties are maintained to a safe and reasonable standard, in line with the standards expected for our other rental property. Records relating to these properties are also managed through our online system.

## 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 seek to take account of risks to the public within our risk assessments including the risks to children and people with disabilities.
- We 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, appropriate risk control measures should be implemented such as barriers and signs. Persons in control of our premises should 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, 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. Persons in control of our premises are encouraged to do all that is reasonably practicable to ensure a good standard of thermal comfort, adequate ventilation and sufficient lighting. 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 should be subject to periodic checks, maintenance and repairs by competent engineers. 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 issued by the Catholic Safeguarding Advisory Service (CSAS).

- We have appointed a Safeguarding Coordinator who in conjunction with the Vicar General and all our clergy 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 providing 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 ensure people using plant or equipment understand 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 seek 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 encourage the regular review of Diocesan premises for slip, trip and fall hazards and for those in control of our premises to take appropriate remedial action to resolve any issues identified.
- 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 should be of sufficient capacity, well managed and 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. This will include the presbytery where this is used to receive any such persons.
- No Smoking signs MUST be displayed clearly on the entrances to our premises 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 should be provided for smoking materials.
- Visit the [NHS Choices website](#) for help and support for people wanting to give up smoking.

**For more information about managing smoking refer to the Smoking section of the SafetyToolbox Online Information Centre.**

## 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 workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace 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.
- 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 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 seek to 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.**

## **Risk Management and Performance Monitoring and Review**

### **Risk Identification**

- 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.
- Working with our Competent Person, we will agree a general risk profile covering the activities of the Diocese. This will be based on:
  - Statutory requirements, codes of practice and standards relevant to our activities.

- Accident, illness and claims data within the Diocese of Arundel and Brighton and the Catholic Church nationally.
- We will review the general risk profile from time to time to ensure it remains accurate.
- We recognise that within our general risk profile there will be some local variation. Parishes and other Diocesan Services will be able to identify their own risk profile using our online health and safety management system in the first instance.

## Risk Assessment

- Risk assessment is a systematic process by which the potential risks that may be involved in an activity or undertaking are evaluated and where necessary measures to protect people from harm are identified.
- When considering risk assessment be aware that:
  - A hazard is anything which has the potential to 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 promote the Health and Safety Executive five step approach to risk assessment:
  1. Identify the hazards.
  2. Decide who might be harmed and how.
  3. Evaluate the risks and decide on precautions.
  4. Record the significant findings.
  5. Review and update.
- The significant findings of risk assessments should be communicated to relevant persons in the form of safe procedures for example, lone working procedure, emergency fire procedure etc.
- The person in control of our premises e.g. the Parish Priest or the Head of a Diocesan Service or 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.
- 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 Archdiocese, 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.**



## H&S Performance Monitoring and Review

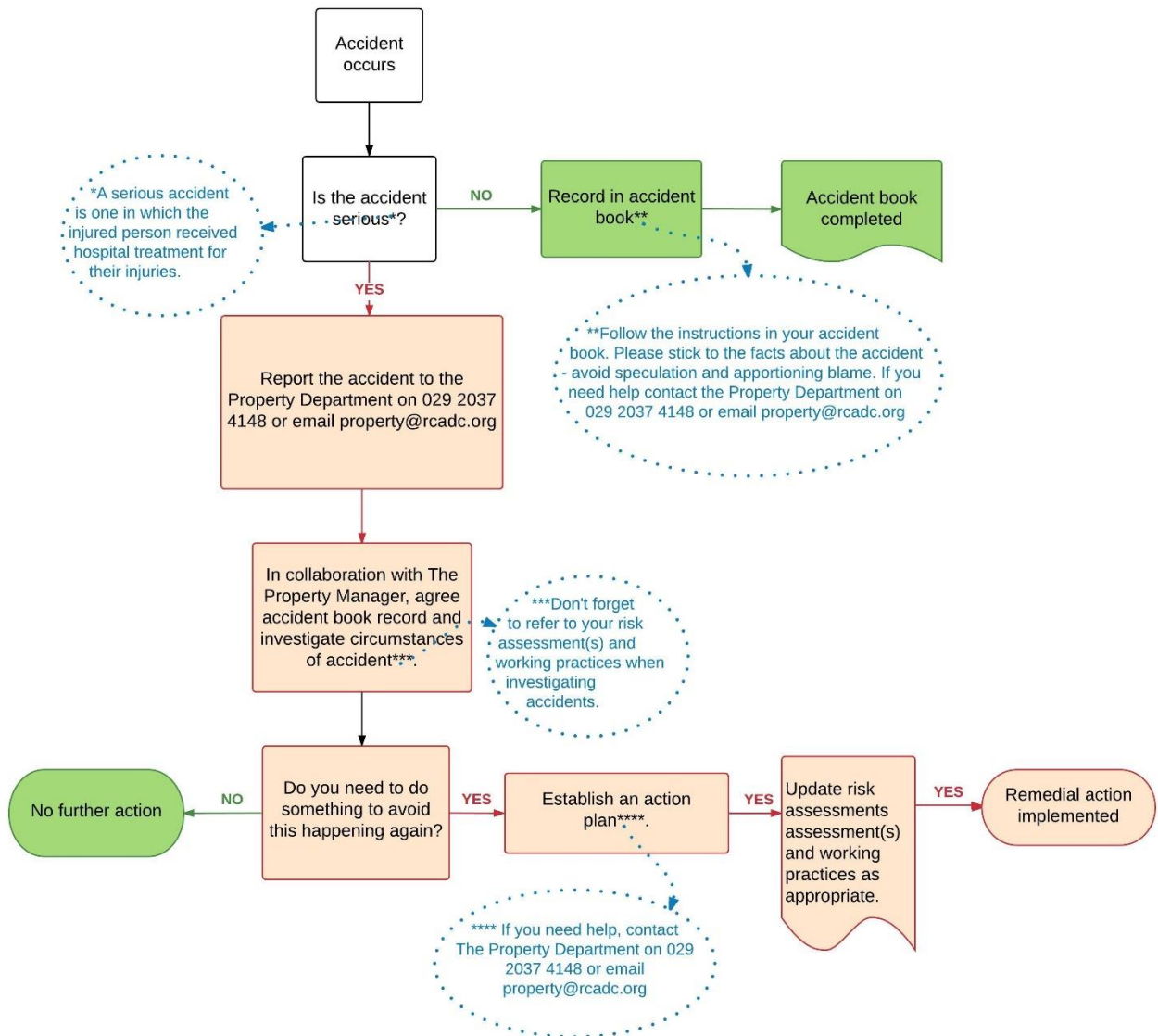
We are committed to regularly monitoring, reviewing and continually improving health and safety performance in this Archdiocese. To do this we will:

- Identify health and safety goals for the Archdiocese which are specific, measurable, 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 reviewed by our health and safety consultants initially on an annual basis.

In addition:

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

# Appendix 1(a): Parish Accident Reporting Procedure



## Appendix 1(b): Accident Reporting Procedure (Property Dept.)

