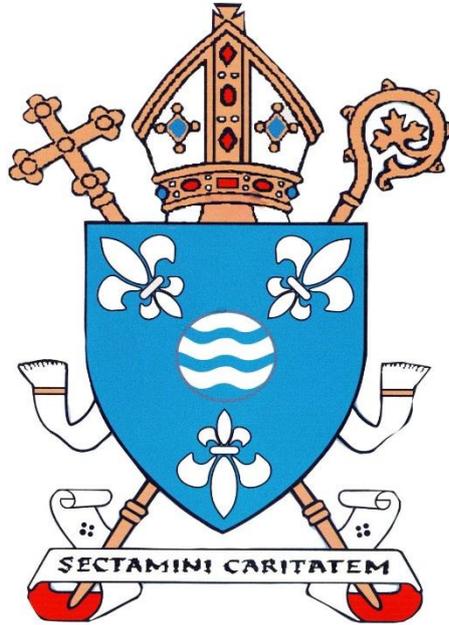


# The Roman Catholic Diocese of Motherwell



**DIOCESE** *of* **MOTHERWELL**  
ERECTED 1947

## Health and Safety Policy



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# **INTRODUCTION**

# 1. INTRODUCTION

This Health and Safety manual has been prepared by Ellis Whittam on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work etc. Act 1974 and it defines the way we manage the health and safety hazards and risks associated with the Diocese, premises and activities.

The Roman Catholic Diocese of Motherwell is committed to managing health and safety effectively to protect our Clergy, Staff & Volunteers and other persons with whom we interact. Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in the Diocese (The Bishop) to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to The Roman Catholic Diocese of Motherwell in our Annual Report.

## **POLICY REVIEW**

This Health and Safety Policy will be reviewed annually by our nominated responsible person.

As each review is completed it will be signed off by the Responsible Person and confirmed by the Trustees.

<b>Review Date</b>	<b>Signed by the Responsible Person</b>	<b>Confirmed</b>

## Register

Copy Number or Reference	Location kept

## AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Date	Section	Ref /Title	Details of amendment made	Change made by

## LEGISLATION

Full copies of relevant legislation are available on the Office of Public Sector Information web page ([www.opsi.gov.uk](http://www.opsi.gov.uk)) and the National Archives ([www.legislation.gov.uk](http://www.legislation.gov.uk))

## GUIDANCE

Guidance on a number of health and safety issues can be accessed on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk).

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from Ellis Whittam by calling 0845 226 8393

## FORMS

Relevant forms and templates that may be utilised can be retrieved by contacting your nominated consultant at Ellis Whittam and /or using the online resources at [www.elliswhittam.com](http://www.elliswhittam.com)

# **POLICY STATEMENT**

## 2. HEALTH AND SAFETY POLICY STATEMENT

The Trustees of the Roman Catholic Diocese of Motherwell recognises that it has a legal duty of care towards protecting the health and safety of its Clergy, Staff & Volunteers and others who may be affected by the Diocese's activities, and that managing health and safety is a critical function.

In order to discharge its responsibilities the Trustees will:

- bring this Policy Statement to the attention of all Clergy, Staff & Volunteers
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our Clergy, Staff & Volunteers on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- encourage Clergy, Staff & Volunteers to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all Clergy, Staff & Volunteers are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for Clergy, Staff & Volunteers
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to Diocesan activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all Clergy, Staff & Volunteers.

Signed: 

Dated: 01/05/2018

Name: Joseph Toal

Position: Bishop of Motherwell

**ORGANISATION FOR  
HEALTH & SAFETY**

### 3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests at the highest level. However, it is the responsibility of all Clergy, Staff & Volunteers to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to senior personnel to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Those personnel with managerial responsibilities are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

#### The Trustees of the Roman Catholic Diocese of Motherwell

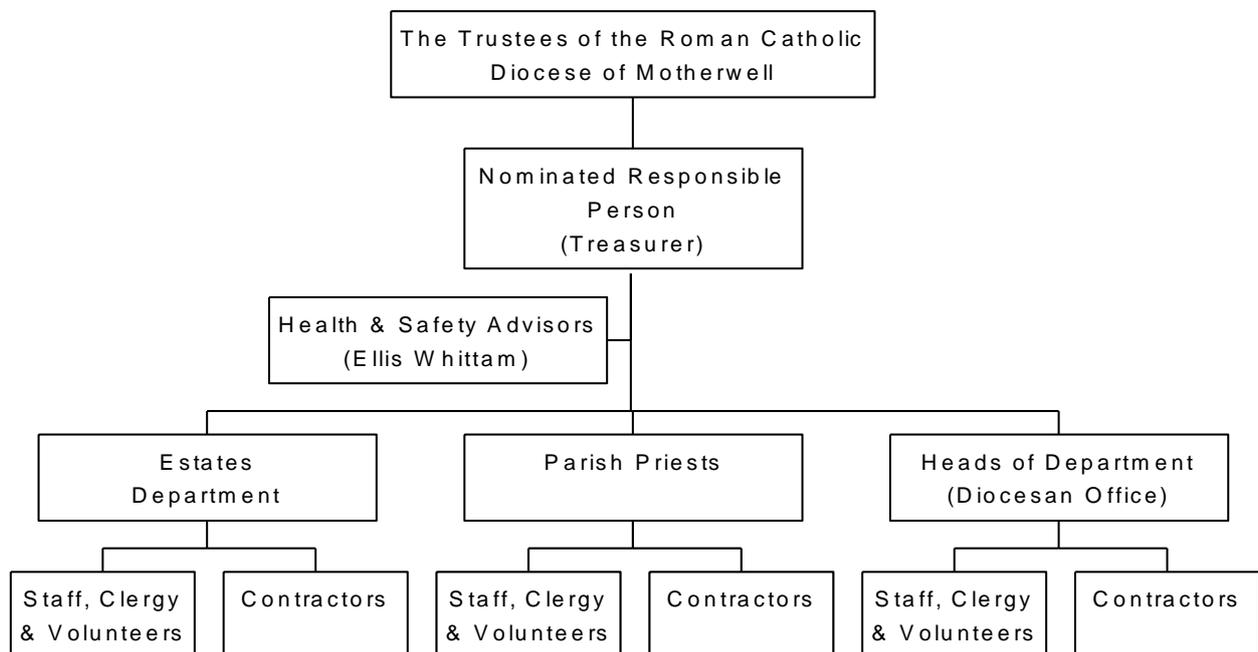
#### Heads of Department in the Diocesan Office

#### Parish Priests

#### Clergy, Staff & Volunteers

#### Contractors

The Roman Catholic Diocese of Motherwell  
Health & Safety Organisation Structure



# **HEALTH AND SAFETY RESPONSIBILITIES**

## 4. HEALTH AND SAFETY RESPONSIBILITIES

### Trustees of the Roman Catholic Diocese of Motherwell

The Roman Catholic Diocese of Motherwell has the ultimate responsibility for the health and safety of the Diocese of Motherwell and its Parishes but discharges this responsibility through the Bishop down to Parish Priests, Clergy, Staff and Volunteers.

The Trustees will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the Diocese
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of Clergy, Staff & Volunteers in improving health and safety performance
- competent persons are appointed to provide health and safety assistance and advice
- with the assistance of their health advisors, they will review the health and safety policy on an annual basis

## **Heads of Department in Diocesan Office etc.**

The Heads of Department will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy
- they supervise their Clergy, Staff & Volunteers to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are investigated, recorded and reported
- they communicate and consult with Clergy, Staff & Volunteers on health and safety issues
- they encourage Clergy, Staff & Volunteers to report hazards and raise health and safety concerns and that issues are investigated
- safety training for Clergy, Staff & Volunteers is identified, undertaken and recorded to ensure Clergy, Staff & Volunteers are competent to carry out their work in a safe manner
- premises, plant and work equipment are maintained in a safe condition and statutory examinations are planned, completed and recorded
- personal protective equipment is provided, Clergy, Staff & Volunteers instructed in its use and that records are kept
- adequate arrangements for fire and first aid are established
- any safety issues that cannot be dealt with are referred to the Treasurer for action
- welfare facilities provided are maintained in a satisfactory state
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- health surveillance, where required, is carried out and records are kept
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed and health and safety rules are followed by all

## **Parish Priests**

The Parish Priests are the designated persons with overall responsibility for ensuring our compliance with Health and Safety legislation within their Parish.

They will ensure that:

- welfare facilities provided are maintained in a satisfactory state
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- there is regular communication and consultation with Clergy, Staff & Volunteers on health and safety issues
- all incidents are recorded and any serious incidents at work are reported to the Treasurer as soon as is reasonable
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- adequate arrangements for fire and first aid are established
- adequate assessments are made for any special events (e.g. garden fetes)
- any refurbishment works carried out on buildings and premises are subject to strict contractor controls and the Estates Department consulted in advance of works being carried out
- on appointment to a Parish they must review the Parish handbook, read and ensure it is up to date

## **Clergy, Staff & Volunteers**

All Clergy, Staff & Volunteers must:

- conform to all written or verbal instructions, take reasonable care of their own safety and the safety of others affected by their actions
- observe the safety rules and comply with the Health and Safety Policy
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all items of plant & equipment in good condition and report defects, safety hazards or malfunction to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## **Contractors**

All contractors must:

- take reasonable care of their own safety and the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to the Diocese
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to us whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## **Ellis Whittam (Health & Safety Advisors)**

Ellis Whittam, in agreement with the Trustees, provides the Diocese of Motherwell and its Parishes with the following services:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service
- provide briefings to help keep us up to date with new and forthcoming legislation
- Initial development and review of our health & safety policy in agreement with the Nominated Responsible Person (Treasurer)

# **HEALTH AND SAFETY RULES**

## 5. HEALTH AND SAFETY RULES

This section of our Health and Safety Policy specifies the rules laid down for the attention of all Clergy, Staff & Volunteers. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon Clergy, Staff & Volunteers to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Clergy, Staff & Volunteers are reminded that a breach of health and safety legislation by them is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that Clergy, Staff & Volunteers are expected to act in a sensible manner and adhere to verbal instructions given.

### **General**

- It is the duty of all Clergy, Staff & Volunteers to co-operate with the Trustees in fulfilling our legal obligations in relation to health and safety.
- Clergy, Staff & Volunteers must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Clergy, Staff & Volunteers are required to notify a responsible person of any unsafe activity, item or situation.

### **Working Practices**

Clergy, Staff & Volunteers must:

- not operate any item of plant or equipment unless they have been trained and authorised.
- make full and proper use of all equipment guarding.
- not clean any moving item of plant or equipment.
- not make any repairs or carry out maintenance work of any description unless authorised to do so.
- use all substances, chemicals, liquids etc, in accordance with all written instructions.
- not smoke except in prescribed areas.

Additionally, Clergy, Staff & Volunteers under the age of 18 years must:

- not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.

### **Hazard / Warning Signs and Notices**

- Clergy, Staff & Volunteers must comply with all hazard/warning signs and notices displayed on the premises.

## **Working Conditions / Environment**

Clergy, Staff & Volunteers must:

- make proper use of all equipment and facilities provided to control working conditions/environment.
- keep stairways, passageways and work areas clear and in a clean and tidy condition.
- dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- clear up any spillage or liquids within the work area in the prescribed manner.
- deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

## **Protective Clothing and Equipment**

Clergy, Staff & Volunteers must:

- use all items of protective clothing/equipment provided as instructed.
- store and maintain protective clothing/equipment in the approved manner.
- report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

## **Fire Precautions**

Clergy, Staff & Volunteers must:

- comply with all laid down emergency procedures.
- not obstruct any fire escape route, fire equipment or fire doors.
- not misuse any fire fighting equipment provided.
- report any use of fire fighting equipment to their supervisor.

## **Accidents**

Clergy, Staff & Volunteers must:

- seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- ensure that any accident or injury treatment is properly recorded in the Accident Book.
- notify Estates management of any incident in which damage is caused to property.

## **Health**

Clergy, Staff & Volunteers must:

- report to their responsible person any medical condition or medication which could affect the safety of themselves or others.
- must co-operate with the responsible person on the implementation of the medical and occupational health provisions.

## **Diocese Transport**

Clergy, Staff & Volunteers must:

- carry out prescribed checks of Diocesan vehicles prior to use and in conjunction with the established checking procedure.
- not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- not carry unauthorised passengers or unauthorised loads.
- not use vehicles for unauthorised purposes.
- not load vehicles above the stated capacity.
- not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

## **Rules Covering Gross Misconduct**

An Employee or Volunteer will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.

# **ARRANGEMENTS**

## 6. ARRANGEMENTS

### Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any member of the clergy, Diocesan employee, volunteer or contractor has an accident, near miss or dangerous occurrence on our premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition Clergy, Staff & Volunteers who develop a work-related illness must also report via these procedures.

#### **Definitions:**

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the Diocese.

#### **The Accident Book**

All accidents resulting in personal injury must be recorded in an Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by the Parish Priests to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Clergy, Staff & Volunteers must ensure that they are aware of the location of the accident book.

#### **Reporting Requirements**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

**Tel:** 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

**Website:** [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact Ellis Whittam, if required.

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

### **Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

## **Asbestos**

The Parish/Diocese will protect Clergy, Staff & Volunteers and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by
  - **Assessment** - Premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
  - The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
  - **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the Parish/Diocese or personnel.
  - **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
  - **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

### **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of Clergy, Staff & Volunteers.

### **Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### **Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

### **Procedures for Dealing with Health and Safety Issues**

Where a member of the clergy, employee or volunteer raises a health and safety problem related to work with asbestos, the Diocese will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise clergy, staff & volunteers of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform a responsible person immediately
- in the case of an accident or emergency, respond quickly to ensure effective treatment

## **Church Grounds Safety**

All reasonable steps will be taken to ensure the risks associated with the management and use of Church Grounds will be prevented or at least controlled as far as is practicable.

### **Trees**

All trees within the churchyard should be inspected annually for signs of disease or too close proximity to the church or neighbouring buildings. A record should be kept of the inspection and any subsequent work. We will take a common sense approach to tree management and will refer to the guidance detailed in this booklet prepared by the National Tree Safety Group:

[https://www.forestry.gov.uk/pdf/FCMS024.pdf/\\$file/FCMS024.pdf](https://www.forestry.gov.uk/pdf/FCMS024.pdf/$file/FCMS024.pdf)

And also this guidance prepared by the HSE:

[http://www.hse.gov.uk/foi/internalops/sims/ag\\_food/010705.htm#Suggested-approach2](http://www.hse.gov.uk/foi/internalops/sims/ag_food/010705.htm#Suggested-approach2)

This means that Parish Priests will mainly be responsible for assessing the condition of trees periodically, particularly in public areas and they are to report any concerns to Estates Management.

Additionally:

- Any required lopping, pruning or felling should be carried out without delay.
- Where trees have previously been pollarded, this practice should be continued at appropriate intervals.
- Where trees are the subject of a Tree Preservation Order, the Local Authority should be consulted prior to any work being carried out.
- Whilst it is accepted that experienced, competent members of the church can carry out minor work, major felling, pruning or working at height must only be carried out by a professional contractor.
- Only persons suitably qualified and equipped with the appropriate safety equipment should operate chainsaws.
- Any trees on neighbouring land which could be a hazard to the church should be visually inspected during the annual inspection and, if any give cause for concern, a letter should be written requesting the landowner to take appropriate remedial action. A copy of the letter should be retained.

### **Maintenance**

- All garden machinery should be inspected and serviced regularly and any defects remedied immediately.
- Appropriate safety equipment supplied should be used
- The manufacturers' instructions should always be followed regarding use and the provision of safety equipment.
- Hand tools should be inspected for defects such as damaged blades and loose handles, and should be kept sharp and clean.
- Particular care needs to be exercised when clearing rubbish from around the church. Broken glass and discarded hypodermic needles may be concealed in long grass.
- Heavy-duty gloves and other protective clothing must be worn and children should not be involved in 'litter picks'.
- All persons involved in maintenance should be competent in the use of tools and machinery.
- When work is being carried out at least two persons should be present where possible and reasonable.
- Any use of ladders should be carefully considered and ladders secured appropriately.
- Persons under 18 years of age should not use machinery.

## **Grass cutting**

If there is a risk of persons tripping over kerbs or graves then the grass must be kept to such a height that the kerb or grave is clearly visible. Regular grass cutting is therefore essential.

## **Gravestones and tombs**

Maintenance of gravestones and tombs is the responsibility of the deceased's family. However, where the family no longer tends the grave or cannot be traced, responsibility for any injury may rest with the church.

- All gravestones, tombs and vaults should be inspected periodically by a nominated responsible person within the Parish
- Each stone should be physically handled to check for unsafe conditions (stability, cracking, rotting etc.).
- Stones in a dangerous state should be carefully laid on the ground and, where possible, the family contacted to advise of the action taken, repair costs not being the responsibility of the church.
- All inspections should be recorded along with any action taken. Records of the inspections should be retained

## **Visitors**

- Paths should be reasonably level and free from anything that may cause someone to trip or slip.
- Boundary walls and railings should be stable and in a good state of repair.
- Any temporary hazardous areas such as open graves or parts of buildings undergoing repair should be adequately roped off and suitable warning signs erected.

## **Communication and Consultation**

It is a legal requirement for the Diocese to establish arrangements to communicate and consult with Clergy, Staff & Volunteers on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with Clergy, Staff & Volunteers through:
  - individual conversations
  - notice boards
  - internal publications
  - Clergy, Staff & Volunteers meetings
- display the 'Health and Safety What You Should Know' poster in a prominent position
- consult with Clergy, Staff & Volunteers when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

## **Contractors**

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure, prior to engaging any contractor that they are competent and ensure during their period of employment that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Clergy, Staff & Volunteers should report any concerns to a responsible person immediately.

### **Permit to Work**

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Clergy, Staff & Volunteers, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Clergy, Staff & Volunteers working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should Clergy, Staff & Volunteers experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually the Estates Department) so the Diocese can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

### **Information and Training**

The Parish/Diocese will provide the necessary information and appropriate training to ensure that appropriate Clergy, Staff & Volunteers, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

### **Construction work and the Construction (Design and Management) Regulations 2015**

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all dutyholders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors
- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to the Diocese is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly

## **Disabled Persons**

The Parish/Diocese will give full and proper consideration to the needs of disabled Clergy, Staff & Volunteers and visitors.

To achieve this, the Parish/Diocese will:

- treat all disabled Clergy, Staff & Volunteers, volunteers and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Diocese & Parish facilities
- ensure that disabled persons are considered within risk assessments and carry out adjustments to the premises and/or employment arrangements, where reasonable
- encourage Clergy, Staff & Volunteers with special needs to suggest any premises or task improvements to a responsible person
- ensure suitable plans are in place which will assist disabled people to leave the premises swiftly during an emergency evacuation

## **Display Screen Equipment**

All reasonable steps will be taken by the Diocese to secure the health and safety of Clergy, Staff & Volunteers who work with display screen equipment.

To achieve this objective the Diocese will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange to supply to Clergy, Staff & Volunteers, at a subsidised and reasonable cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Clergy, Staff & Volunteers must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their direct manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

## **Driving for Work**

Driving is an integral part to some roles within the Diocese and as such requires driving on church business. The Diocese is committed to reducing the risks Clergy, Staff & Volunteers face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies and/or details of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence

When providing vehicles the Diocese will:

- maintain them to the required legal standard and ensure they are suitable for their purpose
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle

### **Implementation**

The Diocese asks its entire Clergy, Staff & Volunteers to play their part, whether they use a Diocese vehicle, their own or a hire vehicle.

### **Drivers**

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their direct manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the Diocese

Before driving, drivers must:

- review the need to travel
- have a valid licence for the vehicle they are driving

- ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect their ability to drive
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in an Diocesan vehicle
- only use electronic devices e.g. mobile phone, satellite navigation, mp3 player, when set up to do so i.e. using a hands-free device

### **Parish Priests & Heads of Department**

Parish Priests & Heads of Department should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage Clergy, Staff & Volunteers to drive safely
- monitor compliance with the driving policy by carrying out periodic checks

## **Drugs and Alcohol**

### **Alcohol**

Staff & Volunteers must not drink alcohol on the Diocesan premises without express permission from a Head of Department or Trustee or if it is part of a pre-organised event.

Any employee and/or volunteer who is found consuming alcohol on the Diocesan premises without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Diocesan disciplinary procedure.

### **Drugs and medication**

The possession, use or distribution of drugs for non-medical purposes on the Diocesan premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with the Parish Priest or Head of Department.

If the Diocese suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Diocese reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### **Medical Examination**

Existing and prospective Staff & Volunteers may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective Clergy, Staff & Volunteers or volunteers and will normally be treated as gross misconduct.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the Diocese reserves the right to suspend you from your employment (with or without pay) to allow the Diocese to decide whether to deal with the matter under the terms of the Diocese's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

### **Reasonable Grounds**

The Diocese reserves the right to search you or any of your property held on Diocese premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The Diocese reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its Clergy, Staff & Volunteers on the Diocesan premises.

## **Electricity**

All reasonable steps will be taken to secure the health and safety of Clergy, Staff & Volunteers who use, operate or maintain electrical equipment.

To ensure this objective the Diocese will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain electrical mains fixed installation systems in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure Clergy, Staff & Volunteers who carry out electrical work are competent to do so
- maintain detailed records

Clergy, Staff & Volunteers must:

- visually check electrical equipment for damage before use and report any defects found to their a responsible
- not use defective electrical equipment and not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the Diocese premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

## **Fire**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the Diocese will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape, test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to Clergy, Staff & Volunteers, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of vulnerable persons (i.e. disabled persons requiring assistance)
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

The Diocese does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Clergy, Staff & Volunteers are encouraged to report any concerns regarding fire procedures so the Diocese can investigate and take remedial action if necessary.

## **First Aid**

The Diocese is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the Diocese will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns where required
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

### **Appointed Person**

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

### **First Aiders**

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

### **First Aid Boxes**

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by [L74: First Aid at Work Approved Code of Practice](#). Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

## **Gas Installations and Appliances**

The Diocese will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The Diocese supports the aims of:

- increasing operational efficiency
- reducing the risk of death, injury and distress to members of the public, Clergy, Staff & Volunteers and others who may be affected

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the Diocese will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of Clergy, Staff & Volunteers to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Diocese will implement the following:

- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure. the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance and those health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all Clergy, Staff & Volunteers will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Clergy, Staff & Volunteers will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment

### **Information and Training**

The Diocese will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary Clergy, Staff & Volunteers and visitors where appropriate.

## **Health, Safety and Welfare**

The Diocese is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an Clergy, Staff & Volunteers work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures

The Diocese recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or other Diocese property.

## **Home Working**

Home workers are subject to the same health and safety requirements as workers based on diocese premises and their health and safety will be managed accordingly.

To achieve this objective we will:

- ensure that appropriate risk assessments are completed
- ensure that risk assessments are reviewed annually
- ensure home workers are provided with suitable induction training on commencement of employment
- ensure appropriate equipment is provided for the home worker's health, safety and welfare
- ensure all equipment that is provided for use in the employees' homes is properly installed and tested
- arrange for the maintenance of all electrical equipment supplied for use in employees' homes (The hard wired electrical sockets and ring mains supplies are the employee's own responsibility)
- provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day
- ensure that home workers have the opportunity to be kept informed of what is going on within the diocese; recognising and satisfying the need for social interaction will reduce stress
- encourage home workers to 'network' with colleagues
- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities to the diocese using the accident procedure
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their direct manager.

## **Training**

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Home workers will be trained in emergency procedures in case of an accident in the home.

## **Legionnaires Disease**

All reasonable steps will be taken to assess and identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the Diocese will implement the following:

- **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

- **Avoidance of Stagnation**

Where systems, such as baths, showers, sinks etc. that are not frequently used will be periodically cleaned and hot/cold water run for such a time as to kill any bacteria. Cleaning procedures will include cleaning of sinks, baths, showers and other water distribution systems such as occasionally used hall storage systems.

- **System Maintenance**

Water systems will be, where reasonable, maintained in a safe condition.

- **Sampling**

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures.

- **Record Keeping**

Records will be kept of all maintenance, temperature monitoring and sampling carried out.

### **Selection, Training and Competence of Clergy, Staff & Volunteers**

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

### **Action in the Event of an Outbreak**

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to Clergy, Staff & Volunteers and other interested parties as to the nature of the risks

## **Lifts**

All reasonable steps will be taken to maintain all lifts throughout the Diocese's premises.

### **Implementation**

The Diocese will ensure that:

- an examination scheme is drawn up by a competent person for each lift
- all lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing
- suitable equipment and mechanisms are installed to prevent the lift from:
  - leaving its landing when the doors are unlocked and/or open
  - falling in the event of a failure in the lifting mechanism
  - overrunning its furthest intended point of travel
  - being operated from more than one position at any one time
  - being overloaded or exceeding its maximum number of passengers
- lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and 6 monthly if lifting people)
- the safe working load (SWL) is clearly displayed inside each lift
- notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- arrangements are made for the emergency evacuation of persons in the event of lift failure
- lift motor rooms are kept locked and entry kept restricted to authorised persons

### **Records**

All thorough examination reports will be kept for a minimum of 2 years

## **Lone Working**

The Diocese will ensure, so far as is reasonably practicable, that Clergy, Staff & Volunteers, volunteers and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The Diocese will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario

## **Information and Training**

Clergy, Staff & Volunteers and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Clergy, Staff & Volunteers will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with a responsible person
- report all accidents, injuries, near-misses and dangerous occurrences to a responsible person

## **Manual Handling**

To prevent injuries and long term ill-health from manual handling the Diocese will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the Diocese will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the Diocese will ensure that:

- manual handling assessments are carried out where relevant and records are kept
- Clergy, Staff & Volunteers are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- Clergy, Staff & Volunteers adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, Clergy, Staff & Volunteers undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

### **Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection

No persons will be required to lift any item that they do not feel confident of doing without risking personal injury.

## **New and Expectant Mothers**

The Diocese recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the Diocese will ensure that:

- Staff & Volunteers are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

## **Outdoor & Peripatetic Working**

The Diocese will ensure, so far as is reasonably practicable, that Clergy, Staff & Volunteers who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The Diocese will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards
- establish safe systems of work from the risk assessments, and provide Clergy, Staff & Volunteers training and instruction in these
- ensure suitable personal protective clothing is made available to Clergy, Staff & Volunteers either from the Diocese or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid

### **Implementation**

Clergy, Staff & Volunteers working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported in line with any local arrangements for the site

## **Overseas Work**

The Diocese will take all reasonable steps necessary to ensure that the risk of Staff travelling for work is reduced to a minimum.

To implement effective measures for overseas workers the Diocese will ensure that:

- costs from vaccinations required will be paid for by the Diocese, if required
- suitable communications will be provided when working in remote areas
- accommodation will be provided that is of a suitable standard, where possible
- suitable travel insurance is provided for personal property, work property and any medical costs that may be incurred
- risk assessments will be carried out prior to travel and all necessary equipment, training and procedures required to undertake the work safely will be provided prior to departure
- costs of passport visas and/or additional passports will be paid for by the Diocese.

## **Country Advice**

Staff travelling for work should seek advice from their GP / Nurse on suitable medications and vaccinations for travel. Advice can also be sought from the World Health Organisation ([www.who.int](http://www.who.int)) and Foreign and Commonwealth Office ([www.fco.gov.uk](http://www.fco.gov.uk)) for any precautions that should be taken.

## **Risk Assessment**

As overseas travel can involve specific risks; the Diocese will also ensure that the risk assessment will fully consider the following points:

- the Health and Safety Policy of any company being visited or working in conjunction with
- the specific requirements for training (if any)
- the transportation type, including its maintenance and condition, safety features (e.g. lifejackets, seatbelts) and the security of staff
- the use of equipment, including possible additional insurance, adapters for use, different voltages, out-side work, security of data, training for use, PPE requirements and ergonomics
- Manual Handling requirements, including luggage/work equipment being taken, awkward situations (e.g. boarding aircraft)
- COSHH requirements (including those for transportation where applicable) and controls including PPE
- emergency provisions, such as accident / incident reporting, evacuation procedures, special training, HIV / AIDS travellers medical kits, first aid kits and/or fire extinguishers
- exposure to environmental hazards such as radiation, noise, vibration, temperature, exposure to sunlight and any PPE requirements
- the laws of the country of work, including alcohol / drug consumption and dress codes
- accommodation, including welfare facilities and temperature

- communication requirements, such as mobile /satellite phone use in emergencies
- health provisions, such as vaccinations, emergency contacts, medical insurance and water sterilising tablets
- electrical safety, including special voltage equipment if needed
- personal property insurance
- security, including local unrest or known elevated threats of violence.

Where a risk assessment is in place for the type of work being undertaken then this must be reviewed and deemed satisfactory. The results of the risk assessment will be informed to all staff (or contractors) undertaking the work.

Any items provided for work by the Diocese are to be returned to the Diocese on end of work or termination of contract.

## **Permits to Work**

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Staff, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Staff working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should staff experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually the Estates Department) so the Diocese can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

### **Information and Training**

The Parish/Diocese will provide the necessary information and adequate training to ensure that appropriate Clergy, Staff, Volunteers, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

## **Personal Protective Equipment**

The Diocese provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the Diocese will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all Clergy, Staff & Volunteers who need to use it
- provide adequate accommodation for correct storage, maintenance cleaning and repair of PPE
- inform Clergy, Staff & Volunteers of the risks their work involves and why PPE is required
- instruct and train Clergy, Staff & Volunteers in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually

Clergy, Staff & Volunteers provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

## **Risk Assessment**

Risk assessment is a systematic examination of what within the Diocese can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- Clergy, Staff & Volunteers are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

## **Smoking**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Diocese that all of its workplaces are smoke-free and that all Clergy, Staff & Volunteers have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes Diocese vehicles that are used by more than one employee. If you have a Diocese car that is designated for your sole use and that is never used by other Clergy, Staff & Volunteers then you can smoke in it if you wish – but the Diocese recommends that you do not do so. This policy applies to all Clergy, Staff & Volunteers, customers and visitors.

### **Implementation**

All Clergy, Staff & Volunteers are obliged to adhere to and facilitate the implementation of the policy.

The Diocese will ensure that all Clergy, Staff & Volunteers and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

## **Stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable employer, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- Provide instruction on stress factors to all Clergy, Staff & Volunteers through communication of a safety handbook
- Where reasonable, make adjustments to job roles when stress incidents have been reported
- Maintain an ‘open door policy’ for all Clergy, Staff & Volunteers to report incidences of stress

Clergy, Staff & Volunteers who experience unreasonable stress which they think may be caused by work should raise their concerns with a Parish Priest or the Diocese.

## **Temporary Clergy, Staff & Volunteers**

The Diocese will take the necessary measures to ensure the health and safety of any temporary and volunteer Clergy, Staff & Volunteers in its employment.

To achieve this, the Diocese will provide temporary Clergy, Staff & Volunteers with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency

The competence of temporary workers will be assessed to ensure they are capable of working safely.

## **Training**

Training in health and safety is a legal requirement and also helps create competent Clergy, Staff & Volunteers at all levels within the Diocese. Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by all responsible persons throughout the Diocese.

Our training objectives will cover three areas, that of the Diocese, the job and individuals.

All Clergy, Staff & Volunteers will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Clergy, Staff & Volunteers will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Heads of Department training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our Clergy, Staff & Volunteers training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

All Clergy, Staff & Volunteers must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

## **Violence**

The Diocese recognises that in certain situations violent behaviour towards Clergy, Staff & Volunteers may occur and therefore will take all reasonable measures to protect Clergy, Staff & Volunteers from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on Clergy, Staff & Volunteers
- psychological abuse of Clergy, Staff & Volunteers
- verbal abuse which includes shouting, swearing and gestures
- threats against Clergy, Staff & Volunteers

To achieve this objective we will, where reasonable:

- Consider violence and aggression in risk assessments that involve interaction with members of the public
- ensure that premises are kept secure
- inform all Clergy, Staff & Volunteers of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our Clergy, Staff & Volunteers
- train members of Clergy, Staff & Volunteers who may be exposed to violence or challenging behaviour situations
- support the members of Clergy, Staff & Volunteers involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by Clergy, Staff & Volunteers
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

## **Visitors**

In the interest of safety and security, the Diocese will take the reasonably practicable measures to protect visitors from any accidents or incidents that may occur to them whilst at our sites & locations.

Clergy, Staff & Volunteers hosting visitors must ensure that:

- they are authorised to enter the premises or are accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements

Clergy, Staff & Volunteers aware of people on the premises who may be unauthorised should report these to the Parish Priest for action.

## **Emergency Action**

In the event of any fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

## **Votive Candles**

The lighting of candles within churches, especially where they may be left unattended for long periods of time, is a potential fire hazard.

- Candle racks should be located in open areas.
- The burning candles must be clear of any overhanging tapestry.
- The rack must be clear of any timber or wall by at least 600mm.
- Small, self contained candles must be located in purpose built racks such that they cannot fall over nor can hot wax drip onto combustible material.
- Large candles must be firmly located in a suitable holder which will collect any hot wax and prevent the candle falling over. They must also be located such that, if they do fall over, they will not fall on combustible material or affect other candles.
- A suitable fire extinguisher (water or CO2) should be located close to any area where candles are burning.
- Candles are to be safely and completely extinguished before locking up (and re-lit when opening up again). If this is not possible then a check must be made last thing in the evening to ensure that all precautions have been taken and that no evidence of fire hazard exists.
- Candles must be lit using proper means of ignition such that there is no hazard to the person lighting them and the means of ignition is properly extinguished after lighting.
- Candles must be stored in a suitable location away from any burning candles. They must be kept in their supply boxes and stored away from sources of heat, flame and electrical power.

## **Work At Height**

The Diocese will take all reasonable steps to provide a safe working environment for all Clergy, Staff & Volunteers who may be affected by work at height activities.

The majority of work at height is restricted to short-term ladder work carried out by Clergy, Staff & Volunteers however where work at height involves a higher risk (e.g. scaffold, roof work etc.) the services of competent contractors will be sought and contractor arrangements will apply.

The Clergy, Staff & Volunteers will ensure that they do not undertake work at height that involves increased risk.

Where work at height is carried out by Contractors they must ensure that:

- all work activities that involve work at height are identified and assessed
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls
- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any sub-contractors from whom they procure services comply with this policy

## **Information and Training**

The Diocese shall provide any information, instruction and training required to work in a safe manner when working at height to Clergy, Staff & Volunteers.

## **Work Equipment**

The Diocese will provide a safe working environment in relation to work equipment safety and ensure all Clergy, Staff & Volunteers receive appropriate safety information and training in their work equipment.

To achieve this objective the Diocese will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant Clergy, Staff & Volunteers
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to Clergy, Staff & Volunteers to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections

## **Young Persons**

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the Diocese will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment

# **RISK ASSESSMENT**

# 7. RISK ASSESSMENT

## Risk Assessment

**Risk Assessment** involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to Clergy, Staff & Volunteers and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the Diocese and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our Clergy, Staff & Volunteers.

## **Carrying out risk assessments**

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

## **The five stages of risk assessment**

### **STEP 1 - IDENTIFY THE HAZARDS**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of Clergy, Staff & Volunteers as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating

### **STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW**

List groups of people and individuals who may be affected by the hazards e.g.:

- Clergy, Staff & Volunteers
- members of the public
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female Clergy, Staff & Volunteers who are pregnant or who have recently returned to work after having a baby, inexperienced Clergy, Staff & Volunteers or young persons.

### **STEP 3 - EVALUATE AND CONTROL THE RISK**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress

- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to Clergy, Staff & Volunteers

## IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

## STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that Clergy, Staff & Volunteers are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

### Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

## **STEP 5 - MONITOR AND REVIEW THE ASSESSMENT**

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

### **Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.

## **Five Steps to Fire Risk Assessment**

### **1. Identify the hazards**

- Sources of ignition
- Sources of fuel
- Sources of oxygen

### **2. Identify people at risk**

- Clergy, Staff & Volunteers
- People in and around the premises
- Vulnerable persons, disabled etc.

### **3. Evaluate, remove, reduce and protect from risk**

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people

### **4. Consider:**

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance

### **5. Record, plan, inform, instruct and train**

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training

### **6. Review**

- Keep assessment under review
- Revise where necessary

# **MONITORING HEALTH AND SAFETY**

## 8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### **Active monitoring**

This approach to proactive monitoring gives the Diocese feedback on its performance before an accident, incident or case of ill health.

Parishes will be issued with a Parish Handbook that covers areas they must monitor such as Fire Safety, Contractors and the retention of statutory documentation.

Persons with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to the Trustees who must in turn seek assurance that first line monitoring is taking place.

Clergy, Staff & Volunteers who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

### **Reactive monitoring**

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.