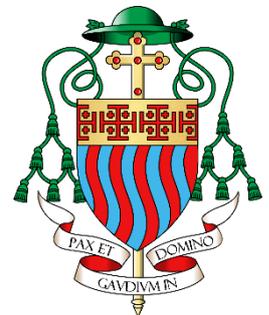




Diocese of Arundel & Brighton  
**Health and Safety Policy and  
Guidelines**

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*Prepared for and on behalf of the Bishop and Trustees of the  
Diocese by SafetyToolbox Limited.*



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## Bishop's Foreword

As a community of people committed to the Gospel, it is important for us to work together to demonstrate the duty of care that we have to one another and to all who come afresh to our community, whether that be in parish, school or other Diocesan service or facility.

We have a framework of support and guidance to help all clergy, paid staff and volunteers to carry out our roles in the service and protection of others to the highest professional standards.

This policy outlines the commitment of me and my fellow Trustees to the health, safety and welfare of our Diocesan community. Guidelines are provided to explain the expectations of the Diocese of all those who work in it and to outline how the duty of care is discharged.

Treating all members of the Church with respect, care and kindness is an intrinsic aspect of this duty of care - a duty that I urge all to embrace and demonstrate.

I am grateful to those who have drawn up this policy and I ask everyone to support it and those tasked with the management of health and safety in the Diocese.



Rt. Rev. Richard Moth  
Bishop of Arundel & Brighton

## General Information

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

The Roman Catholic Diocese of Arundel & Brighton

**Date of Health and Safety Policy:**

October 2018

**The policy is in four sections:**

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

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

- Diocesan Offices (DABCEC, Bishop's House, High Oaks, The Bothy)
- Parishes
- Diocesan Services (e.g. Pilgrimage to Lourdes, Governing bodies of our independent schools)
- Chaplaincies

## General Statement of Policy

The Roman Catholic Diocese of Arundel & Brighton (The Employer & Responsible Person) aims via this Health and Safety Policy to protect all those members of the congregation, visitors and others who may be affected by our activities and to secure the health, safety and welfare of everybody who visits our premises or who works for us in either a paid or voluntary capacity.

We do this for the sake of the common good and the coming of the kingdom of God.

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

- Seek to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, visitors and others who may use our parishes and other associated buildings.
- Seek to provide adequate control of the health and safety risks arising from our work activities.
- Consult with our clergy, employees and volunteers and other relevant persons on matters affecting their health and safety.
- Provide information, instruction and supervision for our clergy, employees and volunteers.
- Seek to ensure that clergy, employees and volunteers are competent to undertake the tasks expected of them or provide access to suitable competence and training where necessary.
- Seek to ensure that all hazardous substances are handled and used safely.
- Provide and maintain safe plant and equipment.
- Seek to maintain a healthy and safe environment for all those who use our facilities.
- Do all that is reasonable to prevent accidents and work related ill health.
- Monitor health and safety continuously and to review this policy, organisation and arrangements for implementation in the light of any changes.

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

### **Signature:**

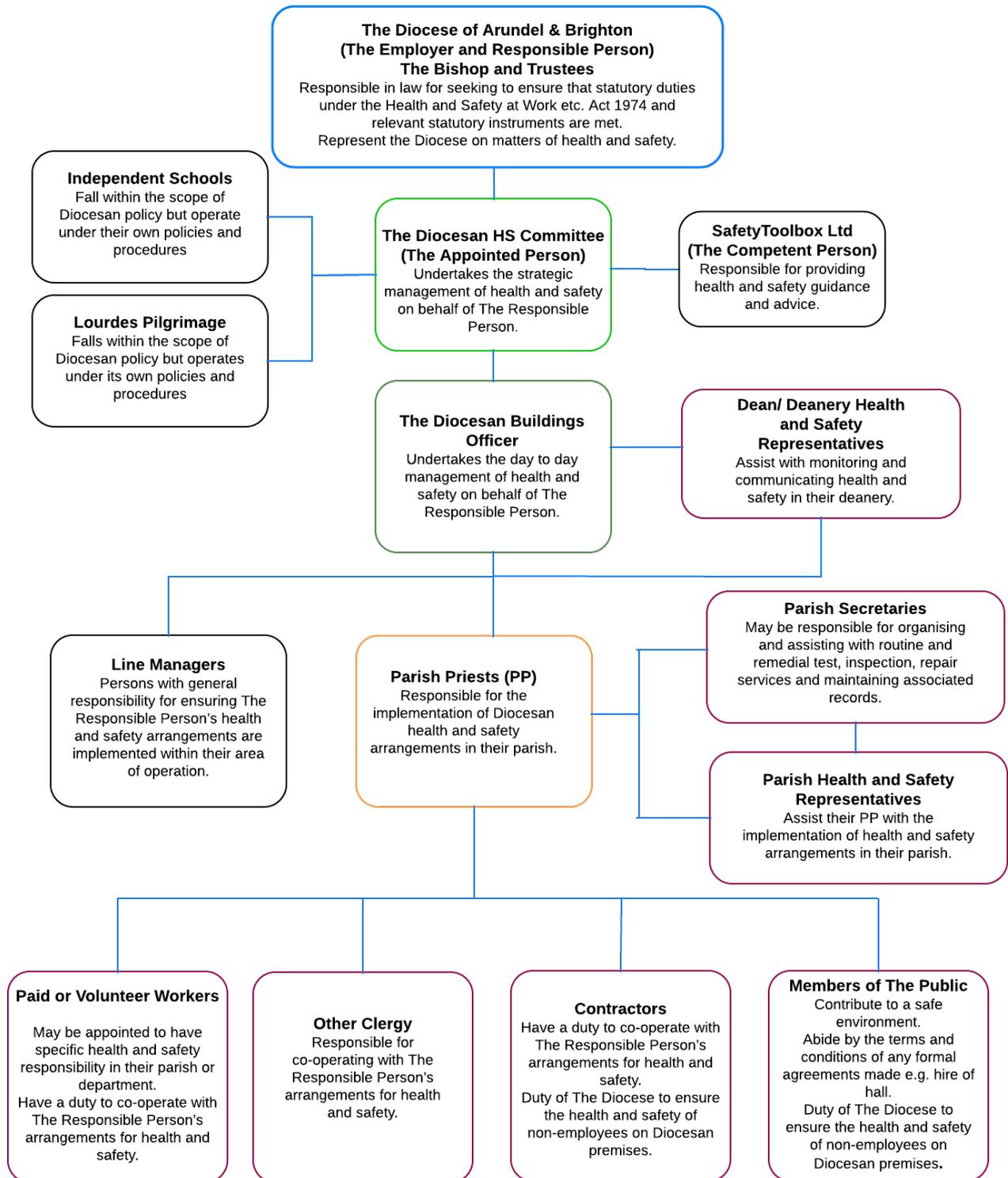


**The Right Reverend Richard Moth**

Bishop of the Diocese of Arundel & Brighton

**Date:** January 2016

# Organisation and Responsibilities



## The Employer and Responsible Person

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

- Members of the clergy
- Volunteers (persons who are unpaid).
- People at particular risk including:
  - Workers with disabilities
  - New and expectant mothers
  - Young and inexperienced workers
- Non-employed Persons  
Section 3 of the Health and Safety at Work etc. Act 1974 imposes a general duty of care to ensure, so far as is reasonably practicable, the health and safety of non-employed persons including:
  - Persons visiting Diocesan premises as part of their work
  - Representatives of other companies or agencies
  - Contractors undertaking work on behalf of an authorised agent of the Diocese e.g. a Parish Priest, Line Manager
  - Members of the public including:
    - Congregations attending a service or event
    - Persons on adjacent premises
    - Persons hiring Diocesan facilities e.g. church halls

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

- Providing a written health and safety policy statement setting out the commitment to health and safety matters in the Diocese.
- Providing a clear organisational structure for health and safety within the Diocese to facilitate the implementation of the Health and Safety Statement including the appointment of a Health and Safety Committee, delegated by the Trustees to ensure, so far as is reasonably practicable, that the hazards associated with the activities of the Diocese are identified through risk assessment and that activities are planned to remove or reduce the risk of injury or loss.
- Ensuring that health and safety management is adequately resourced.
- Establishing health and safety as a regular agenda item at meetings of The Bishop and Trustees to enable them to be kept informed of progress and matters which warrant their attention.

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

## The Appointed Person

The Diocesan Health and Safety Committee is the body appointed to the role of Appointed Person. The Committee comprises the Chief Operating Officer, Diocesan Buildings Officer and at

least one nominated member from the Board of Trustees. This appointment will be made formally at a meeting of the Board of Trustees.

The Health and Safety Committee assists and advises The Bishop and Trustees of the Diocese in the discharge of their health and safety responsibilities. This includes seeking to:

- Ensure that all liability, embracing the statutory and business needs of the Diocese is covered by insurance.
- Prepare and maintain a health and safety policy and guidelines.
- Establish, implement, monitor and review an appropriate management system for health and safety.
- Establish and maintain an accurate risk profile for the Diocese and an action plan to manage risk.
- Establish and co-ordinate an adequate process for the distribution of information and where necessary providing training or access to competent advice in order that all those with a role in the management of health and safety are adequately supported.
- Provide a regular report to The Bishop and Trustees on health and safety matters which warrant their attention.

### **The Diocesan Buildings Officer**

The Diocesan Buildings Officer will be a member of the Diocesan Health and Safety Committee.

In addition to the responsibilities associated with membership of the Health and Safety Committee, the Buildings Officer's role includes the requirement to:

- Monitor health and safety performance via SafetyToolbox Online and proactively approach Parish Priests and Line Managers to offer support in discharging their health and safety responsibilities
- Compile and maintain a list of relevant suppliers to support parish needs in health and safety and property maintenance e.g. surveyors, electrical engineers, building contractors
- Assist in the communication of health and safety information and arrangements for training
- Report health and safety performance to the Diocesan Health and Safety Committee and assist in the identification and implementation of measures to maintain/ improve adequate health and safety standards
- Liaise with the Health and Safety Competent Person on matters which require additional input
- Report serious accidents and incidents to the Health and Safety Executive Incident Contact Centre and coordinate an investigation into the root causes of the accident with the aim of avoiding recurrences
- Seek to ensure that relevant health and safety requirements are properly discharged in respect of building, repair and maintenance work e.g. Construction (Design and Management) Regulations, 2015 (CDM15)

## The Competent Person

SafetyToolbox Ltd is the organisation appointed by The Employer and Responsible Person to provide competent advice and support on the management and implementation of health and safety across the Diocese. This includes attending meetings of the Diocesan HS Committee at least once in a 12 month period.

## Responsibility of Line Managers

Line managers are responsible for implementing this health and safety policy and overseeing health and safety matters on a day to day basis within the departments/ services they manage. This includes:

- Providing paid and volunteer workers with the means to discuss health and safety issues e.g. regular meetings, informal chats.
- Recording accidents, potentially serious non-injury incidents and work related ill health of which they are made aware in accordance with Diocesan accident reporting procedures.
- Assisting with the identification of the significant hazards associated with the activities of their department or service and the regular assessments of these risks.
- Assisting the Diocesan Buildings Officer with the management of risks associated with the activities of the department/ service.
- Ensuring that, where appropriate, safety procedures are in place e.g. lone working, fire procedures etc. Such procedures are to be communicated to all relevant persons and must be subject to regular monitoring and review to ensure they remain appropriate and are followed.
- Advising the appropriate person of any defect in their workplace of which they become aware in order that action can be taken to maintain a safe workplace.
- Assisting with the identification of any information, instruction, supervision and training necessary to improve safety and ensuring that these are delivered to relevant personnel. This includes ensuring that safety induction training is provided to all new starters within their service or department.
- Directing issues relating to clergy health, safety or welfare to the Vicar General or Bishop.

## Responsibility of Parish Priests<sup>1</sup>

Parish Priests are responsible and accountable for implementing this health and safety policy on a day-to-day basis within their parishes. This responsibility and accountability cannot be delegated to others in the parish e.g. the HS Rep.

This responsibility includes the requirement to:

- Adopt and encourage by example, a culture within the parish which facilitates everyone affected by health and safety issues to participate in providing and maintaining a healthy and safety environment for all.
- Establish HS as a regular agenda item on the Parish Finance Committee meetings.

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<sup>1</sup> And those equivalent to them in law

- Seek to ensure the Parish SafetyToolbox Online account is kept up to date including the need to ensure that:
  - There is access to all profiles relating to the Parish online account.
  - Set Up Questionnaires are regularly reviewed to maintain an accurate identification of risk.
  - Inspection, test and maintenance requirements are kept up to date in line with review frequencies described on the SafetyToolbox account.
  - Risk assessments are completed and regularly reviewed in line with review frequencies described on the SafetyToolbox account OR when a significant change occurs impacting the accuracy of the previous assessment e.g. change in occupancy, activities carried out, layout of premises.
  - Tasks arising from inspection, test and maintenance and from risk assessment are followed up in a timely manner and progress is recorded to provide an audit trail to completion or closing (via online tasks in the SafetyToolbox Online account).
- Seek to appoint a Parish Health and Safety Representative or Representatives to assist with health and safety matters and inform the Diocesan Buildings Officer of the name of those persons or advise where no such appointment can be made.
- Provide the Parish Health and Safety Representative(s) with adequate information and where necessary, training to enable them to carry out their role effectively.
- Manage the appointment of contractors to avoid additional risk to paid or volunteer workers, persons hiring Parish facilities, visitors and members of the public and to the contractor and the contractor's personnel.
- Ensure that property within their control which is rented, leased or licensed to a third party whether or not for financial consideration, is reported to the Diocesan Buildings Officer and to cooperate with Diocesan requirements in respect of the management of such property.
- Make arrangements for first aid and accident reporting in line with Diocesan requirements (See Arrangements Section: Accident Reporting).
- Establish a practical and effective means for people to report health and safety concerns e.g. defective equipment, defective premises and establishing procedures for complaints, security incidents and other emergencies and communicating these to relevant persons.
- Seek the advice of The Diocesan Buildings Officer on health and safety matters of which they are unsure or where they are advised of a need to obtain competent advice.
- Ensure that a copy of the current employer's liability insurance is clearly displayed on the premises.

### **Responsibility of Dean/ Deanery Health and Safety Representatives**

Wherever possible, Deans will appoint Deanery Health and Safety Representatives to assist them with the communication of health and safety information between the Diocesan Buildings Officer and the parishes within their deanery. Examples include:

- Advising where they become aware that a parish is struggling to manage their health and safety and may require additional support from the Diocese
- Advising where they become aware of a serious accident or incident having occurred in a parish which may not have been reported to the Diocesan Finance Office (See Arrangements Section: Accident Reporting)

- Communicating health and safety notifications such as changes or clarification on policies or procedures in the Diocese. (Having been advised by the Diocesan Buildings officer).
- Providing feedback on barriers or facilitators to health and safety management in their deaneries e.g. difficulties or limitations with software or training needs as well as resources which work well

**NOTE:** It is not a requirement that Deanery HS Representatives have any formal HS qualifications. However, volunteers may bring professional qualifications, knowledge, skills and experience which support them in this role.

It is essential that volunteers taking on this role have a commitment to safety, health and welfare.

Training will be provided by the Diocese to enable volunteers to discharge their role.

### Parish Secretaries/ Office Administrators

Parish Secretaries/ Office Administrators may have the following duties in respect of health and safety and be required to:

- Monitor the status of the parish SafetyToolbox Online account
- Book test, inspection and remedial work in a timely manner as authorised by the Parish Priest
- Report the findings of tests and inspections<sup>2</sup>, usually by uploading records on SafetyToolbox Online
- Liaise with the Parish Health and Safety Representative

### Parish Health and Safety Representatives

The role of the Parish Health and Safety Representative is to assist the Parish Priest in the discharge of his health and safety responsibilities. The Parish Priest retains full responsibility for health and safety in his Parish.

The role includes the need to:

- Adopt and encourage by example a positive approach to health and safety and encourage others to do the same.
- Familiarise themselves with the role, taking part in training provided by the Diocese and acting at all times within the terms of reference for the role and referring matters of which they are unsure or where directed to seek competent advice to either their Parish Priest, the Deanery Representative or the Diocesan Buildings Officer.
- Keep the Parish Priest informed of health and safety performance by the best practical means e.g. attending Parish Finance Committee meetings and reporting health and safety information such as accidents, incidents, findings of risk assessments including where corrective action is identified.
- Assist the Parish Priest in establishing and communicating procedures to protect people working for and participating in the activities of the parish e.g. paid and volunteer workers, people hiring parish facilities, contractors and members of the public.

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<sup>2</sup> Refer to Appendices for mandatory assignment list.

- Monitor the Parish accident book and coordinate the investigation of minor accidents and incidents to identify root causes and avoid recurrences.
- Ensure serious accidents and potentially serious non-injury incidents are reported to the Diocesan Finance Office at the earliest opportunity (See Arrangements section: Accident Reporting)

**NOTE:** It is anticipated that Parish Health and Safety Representatives are likely to be volunteers from within a parish community. Occasionally they may be paid workers whose role incorporates health and safety responsibilities. Representatives are also likely to have little previous health and safety knowledge or experience. People who typically fulfil this role are often able to bring professional qualifications, knowledge, skills and experience which supports them in this role. Useful skills and attributes for such a role include:

- A commitment to safety, health and welfare.
- A good working knowledge of the parish, what goes on and how activities are run.
- Good communication and organisation skills.
- Basic IT skills and access to a computer or tablet.

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

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

In addition to the resources provided by the Diocese, parishes may choose to engage the services of The Competent Person or other competent supplier to undertake specific work to help them comply with their statutory and Diocesan requirements e.g. maintenance of plant and equipment, site inspections, fire risk assessments, health and safety reviews and training. Fees incurred for additional services must be met by the parish.

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

All clergy, paid and volunteer workers of the Diocese have a duty to co-operate with the Diocesan Health and Safety Policy Statement including the need to:

- Familiarise themselves with the information contained in the Diocesan Health and Safety Policy and Guidance document
- Understand their responsibilities for health and safety
- Operate within the limits of their competence
- Cooperate with The Bishop and Trustees in meeting their statutory health and safety duties
- Take reasonable care of themselves and others who may be affected by their acts or omissions
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

- Report all accidents, dangerous occurrences and ill health they believe to be related to the work they undertake for the Diocese to their line manager, Parish Priest or Vicar General or Bishop as appropriate
- Understand all emergency procedures applicable to the premises or area in which they are working
- Only use plant and equipment with which they are familiar or if necessary have received training in the use of or for which they have been authorised.
- Use all plant and equipment for the purpose intended in accordance with the manufacturer's instructions
- Use and maintain all equipment provided for personal safety in a condition fit for that use and report any defects in a timely manner
- Report to their line manager or Parish Priest any condition which in their opinion is a danger

## Responsibility of Contractors

Anyone entering Diocesan premises for the purposes of carrying out work, other than a member of the clergy, paid or volunteer worker will be regarded as a contractor.

All contractors, including the self-employed, must:

- Discharge their undertakings in a safe manner, within relevant health and safety laws, codes and standards.
- Conduct themselves in a manner sympathetic and respectful to the environment in which they are working.
- Have their own Health and Safety policy (where required by law) and provide a copy of the same which will be retained by the engaging party.
- Produce evidence that they have appropriate public and employers' liability insurance in place and provide a copy which will be retained by the engaging party.
- Demonstrate that they have the skills, knowledge and experience to carry out their work competently. This may be by reference to membership of a recognised trade association, references from other customers, evidence of qualifications held etc.
- Comply with all the requirements of this health and safety policy and co-operate with the engaging party or their authorised delegate(s) in providing an environment in which people can safely use the premises in which the work is being carried out whether at work or otherwise.
- Not commence work until they have received a safety induction specific to the premises where they are working and given by an authorised person e.g. Parish Priest or his authorised delegate.
- Take appropriate precautions to avoid exposure to asbestos.
- Not undertake any unauthorised building or maintenance work.
- Must be able to show where necessary, that where plant and machinery are brought onto Diocesan premises by contractors, the equipment has been inspected and tested to ensure its safe operation.
- Only use sub-contractors or persons other than their own direct employees with the express permission of the engaging party or their authorised delegate(s). However, responsibility will remain with the contractors.

- Ensure that any 'high hazard' work carried out on Diocesan premises is carried out using a 'permit to work' and managed appropriately. High hazard work includes any hot work, roof work etc.
- Observe the smoking arrangements in force on the premises where they are working. Usually this will require no smoking inside the premises and the disposal of waste smoking materials in a manner appropriate to the prevention of fire.

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

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

### **Governing Bodies of Independent Schools**

The Diocese is committed to working together with the governing bodies of its independent schools to provide staff and pupils with a safe environment in which to learn and develop.

In our independent schools Governing Bodies are appointed by the Bishop and Trustees to manage health and safety in their school. This includes:

- Establishing health and safety policies and procedures.
- Risk identification and management.
- Monitoring and review of health and safety performance.

- Provision and maintenance of premises, plant and equipment.

Periodically, Governing Bodies will be asked to confirm that local governance over health and safety is fit for purpose.

It is the responsibility of individual governing bodies to highlight to the Diocese those repair and maintenance issues requiring funding which cannot reasonably be met within operational budgets.

Queries regarding health and safety in independent schools should be directed to the Diocesan Education Director or the Chief Operating Officer.

## **Pilgrimage to Lourdes**

The Diocese of Arundel and Brighton Lourdes Pilgrimage falls within the scope of this policy; however, the unique activities of the Pilgrimage warrant separate management arrangements including a management team and separate policies and operational procedures.

For more details about the Pilgrimage to Lourdes refer to their policies and procedures.

## **SafetyToolbox Online**

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

The SafetyToolbox system is used to assist in:

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

## **Whistleblowing Policy**

Whistleblowing is the term used when a paid or volunteer worker passes on information concerning wrongdoing. The Diocese is committed to listening to concerns and seeks to create an open, transparent and safe working environment where people feel able to speak up.

For more details refer to the Diocesan Whistleblowing Policy on the Diocesan website [www.dabnet.org](http://www.dabnet.org)

## **Contact Information**

**If you have a health and safety query or concern, please contact any of the following:**

- 1. The Diocese of Arundel & Brighton**  
Diocesan Buildings Officer  
Bishop's House  
The Upper Drive  
Hove  
East Sussex BN3 6NB  
**Telephone:** 01273 859705  
Email: [property@dabnet.org](mailto:property@dabnet.org)
  
- 2. Your Line Manager**
  
- 3. Your Parish Priest, Dean, Deanery or Parish Health and Safety Representative (if you have one)**
  
- 4. The Environmental Health Department of your Local Authority**
  
- 5. The Health and Safety Executive (HSE)**  
  
**Website:** <http://www.hse.gov.uk>  
  
**Local HSE Office and Knowledge Centre:**  
<http://www.hse.gov.uk/contact/maps/eastsoutheast.htm>
  
- 6. SafetyToolbox (*Account holders only*)**  
Email: [info@safetytoolbox.co.uk](mailto:info@safetytoolbox.co.uk)  
Website: [www.safetytoolbox.co.uk](http://www.safetytoolbox.co.uk)

## Arrangements

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

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

Unless stated to the contrary, statutory and other routine surveys, tests, inspections and checks will be initiated by the person recognised as being in control of the premises or their authorised delegate.

### Accident Reporting

- It is our policy to encourage the recording of injury accidents, however minor, in an Accident book or on an Accident Form. It is also our policy to encourage the recording of serious non-injury incidents.

#### Serious Accidents and Non-injury Incidents

##### Serious Accidents

These are defined as accidents resulting in an injury where a serious injury is sustained e.g. fracture, serious burns, loss of consciousness.

##### Serious Non-Injury Incidents

These are defined as incidents which could have resulted in serious injury or damage to property e.g. fire, accidental release of a substance which could cause harm e.g. gas leak, collapse of scaffolding

- Serious accidents and serious non-injury incidents must be reported to the Diocesan Finance Office as soon as possible. Wherever possible, details of the accident/ incident should be recorded in the premises accident book, witnesses and photographic evidence collected and the scene preserved until advised by the Diocesan Finance Office. However, the primary concern must always be to ensure any injured persons are safe and receiving any necessary medical assistance and that the premises are made safe to avoid further accidents/ incidents.
- Instances of ill health reported in connection with work activities should be reported as soon as possible to the Diocesan Finance Office who will coordinate further action.
- All accident records and associated information will be filed confidentially and retained for at least 3 years.

**Refer to the Accident/ incident flow chart in the Appendices and more information in the First aid and Accident Reporting section of the [SafetyToolbox Online Resource Library](#).**

## Asbestos

- We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 and will take account of all related Approved Codes of Practice, recognised guides and notes.
- Within this policy “asbestos” refers to any fibrous form of:
  - Crocidolite – blue asbestos
  - Amosite – brown asbestos
  - Chrysotile – white asbestos
  - Anthophyllite
  - Tremolite
  - Actinolite and any mixture which contains one or more of the above.

Persons in control of our premises including Parish Priests must ensure the following for all premises constructed or substantially altered/ refurbished before the year 2000:

- A survey is carried out by a competent person for the identification of Asbestos Containing Materials (ACMs). A copy of the findings to be uploaded to the relevant online profile for the property
- Where ACMs are identified, these must be made safe either by removal or encapsulation
- Where ACMs are retained or suspected but unconfirmed, these must be subject to an Asbestos Management Plan prepared by a competent person. Records of ongoing management are to be retained via the online profile for the property.
- Prior to any invasive works on property with retained or suspect ACMs, details of the location, type and condition of the material must be communicated to the person undertaking or coordinating the work. Where the work warrants further investigation e.g. a Refurbishment and Demolition Survey, this must be carried out by a competent person **BEFORE WORK STARTS**, the findings communicated to all relevant parties and all necessary measures taken to protect workers and others at risk from exposure.
- Only persons trained to identify and work with ACMs should be permitted to work with asbestos on our premises.

**For more information about managing asbestos in premises refer to the Asbestos section of the SafetyToolbox Online Resource Library OR contact the Diocesan Buildings Officer**

## Building Structure

- We will seek to ensure, so far as is reasonably practicable, that all those using our premises whether for work, worship or as visitors are able to do so safely. To facilitate this, a conditions inspection will be conducted by a qualified surveyor, every five years or as and when circumstances indicate this to be appropriate. Copies of inspection reports will be retained on our online health and safety management system with remedial work implemented in accordance with the surveyor’s recommendations. Routine surveys and inspections will be initiated, and reminders sent via our online health and safety management system.

- Inspections include an examination of our grounds to avoid slip and trip hazards.
- Any large trees which could present a hazard to people using our premises should be inspected regularly and where necessary remedial action to minimise the risk of harm and damage to property.
- The success of our arrangements to maintain safe buildings for our clergy, paid and volunteer workers, contractors and members of the public relies on the co-operation of all persons using the premises. Anyone discovering a fault, damage or defect is encouraged to report it.
- Where significant structural cracking is observed a structural engineer should be engaged to advice on the stability of the building.

## Children and Young People at Work

- For the purposes of this document we define children as those persons under school leaving age (currently 16 years). Young people are defined as those persons over school leaving age but under 18 years.
- We recognise that children and young people may be at increased risk in the workplace due to their immaturity, inexperience and lack of risk awareness. We also recognise that persons over 18 years who are new to the world of work may be similarly vulnerable. In all cases, the health, safety and well-being of young workers or inexperienced workers should be managed on a case by case basis.
- Where young people/children are involved in work experience/or are employed compliance with applicable employment and working hours legislation must be followed.
- Consideration of the risks associated with the tasks which the young person/child is to be undertaking, allowing for their immaturity, inexperience and lack of risk awareness must be made. Where appropriate a person specific risk assessment should be carried out. The individual should be provided with additional instruction and supervision as determined by the findings of the risk assessment.
- In the case of employment/work experience of children, the significant findings of risk assessment must be shared with their parent or legal guardian, school or college prior to the placement/work starting.

**For more information about Young Workers refer to the Young Workers section of the [SafetyToolbox Online Resource Library](#)**

## Consultation

The Diocese is committed to a partnership approach to risk management involving all those who work for it whether members of the clergy, paid or volunteer workers.

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

- Committees such as The Trustees, Diocesan Finance Committee and Parish Finance Committees.

- Deaneries
- Appointment of Parish and Deanery Health and Safety Representatives

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

- Changes that may substantially affect their health and safety, for example, changes in work procedures, policy etc.
- Arrangements for competent advice and assistance on health and safety matters e.g. mentoring for parishes or services.
- The provision of information on health and safety and preventative measures.
- The planning and organising of health and safety training

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

### Control of Contractors, Building, Repair and Maintenance Work

Building and maintenance should be properly planned and carried out by persons competent to undertake the work safely. This includes the safety of those directly involved in the work AND others likely to be exposed to the work such as clergy, paid and volunteer workers, members of the public and contractors.

- For the purposes of this document, a contractor is defined as any person who is engaged to undertake work for the Diocese and who is other than a member of the clergy or a paid or volunteer worker.
- We recognise that when contractors are engaged to work on Diocesan premises, we have obligations to avoid their work adversely impacting on the health, safety and well-being of those persons who might reasonably be affected by the work being carried out including our clergy, paid and volunteer workers and members of the public. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together, using carefully selected, competent contractors to ensure that our premises remain safe and avoid risks to health.
- Where persons in control of our premises engage contractors then a process should be followed to undertake reasonable checks to establish that the contractor is competent including having appropriate insurance.

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

The CDM Regulations seek to secure construction health and safety through:

- Managing the risks to health and safety by applying the general principles of prevention:
  - Avoiding risks where possible;
  - Evaluating those risks that cannot be avoided; and
  - Putting in place proportionate measures that control them at source.
- Appointing the right people and organisations at the right time.

- Making sure everyone involved has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety.
- Encouraging and facilitating duty holders to co-operation and communicate with each other and co-ordinate their work.
- Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

Regulation 4 & 5 of the CDM Regulations define our duties as The Client. Broadly these duties require that we make suitable arrangements for managing projects and maintaining and reviewing them for their duration so that work is carried out in a way that manages the health and safety risks involved. For projects which involve more than one contractor, we are required to appoint a principal designer and principal contractor and to make sure that they carry out their duties.

We also have obligations to manage contract works under other legislation including the **Management of Health and Safety at Work Regulations 1999**.

Larger projects, (those which last more than 30 working days and have more than 20 workers working simultaneously at any point in the project or those which exceed 500 person days) will require notification to the relevant enforcing authority. Projects of this type must be reported to the Diocesan Buildings Officer who will ensure correct protocols are followed including applications for faculties for work where necessary, authorisation of works by the relevant diocesan committee and that all appointments and notifications required under the CDM Regulations are made in a timely manner and according to the requirements of these regulations.

Persons responsible for planning and coordinating non-notifiable construction work are directed to guidance and checklists available on our online health and safety management system.

**For more information about managing contractors and building and maintenance work refer to the Building and Maintenance Work section of the [SafetyToolbox Online Resource Library](#) or the Diocesan Buildings Officer.**

## Disabled Persons

- For the purposes of this document, our definition of disabled is taken from the Equality Act, 2010 where a person has a physical or mental impairment that has a 'substantial' and 'long term' negative effect on their ability to carry out normal daily activities.
- We recognise that disablement need not be a barrier to contributing to the activities of the Diocese. We are committed to the inclusion of disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.
- In the case of individual paid or volunteer workers, their needs should be dealt with locally and involve discussion with the individual concerned on a case by case basis to facilitate agreement of a practical solution to maintaining their health, safety and well-being and to avoid endangering others who might be affected.
- We also recognise that there are occasions when people are temporarily disabled, for example following an accident or illness. Persons suffering temporary disablement should be encouraged to continue to work or participate in the activities of their parish or the Diocese

as far as they feel able. Reasonable and practical measures should be taken to accommodate this aim.

- In instances of temporary or permanent disablement of clergy, this will be a matter for the Bishop or the Vicar General.

## Display Screen Equipment

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

**For more information about display screen equipment refer to the Office section of the [SafetyToolbox Resource Library](#)**

## Driving for Work

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

- We encourage drivers to join a vehicle road side assistance scheme.
- Matters relating to work related driving and the clergy will be dealt with by the Bishop or the Vicar General.

**For more information about driving for work refer to the [Driving for Work](#) section of the [SafetyToolbox Online Resource Library](#)**

## Drugs and Alcohol

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

## Electrical Safety

- We recognise that electricity at work covers many areas of operations and can be associated with high risk conditions.
- We seek to ensure that electrical installations on our premises are maintained in a safe condition. Every 5 years, electrical installations on our premises will be tested and inspected by a suitably competent person. Test and inspection reports will be retained on our online health and safety management system with remedial work implemented in accordance with the engineer's recommendations. Tests and inspections are initiated, and reminders issued via our online health and safety management system.
- For the ongoing safety of electrical installations, we will rely on the person responsible for managing the building to be vigilant to and respond to faults as they occur.
- Only qualified, competent persons should be permitted to undertake work on electrical installations in our premises.
- Any temporary electrical installation for which we are directly responsible will be installed, maintained and decommissioned by a suitably competent person.
- Where electrical equipment is provided for use by our clergy, paid or volunteer workers or members of the public we seek to ensure that it is fit for purpose and measures implemented to maintain such equipment in a safe condition.

- It is recognised that the maintenance of electrical equipment will require the cooperation and vigilance of people using such equipment to report defects and remove faulty equipment from service.

**For more information about electrical safety refer to the Electrical sections of the [SafetyToolbox Online Resource Library](#)**

## Environment

- We continually review the impact our activities and premises have on the environment and identify ways where improvements can be made.
- It is the policy in this Diocese to accept responsibility for limiting and/or reducing the harmful effects our activities may have on both the local and global environment.
- We will seek to ensure compliance with all relevant environmental legislation.
- We seek to raise awareness throughout our Diocese on environmental issues and enlist the support of clergy, paid and volunteer workers and other relevant personnel in improving our environmental performance.
- We will encourage the adoption of similar principles by our suppliers.

## Events

- For the purposes of these guidelines, events are defined as activities other than church services, which might involve larger than usual numbers, admission to members of the public or occasional activities such as visits and residential experiences.
- Parishes are encouraged to establish a process for the planning and delivery of events held on parish premises or run by parishes but held away from parish premises. A risk assessment should be developed for the event, coordinated by a designated person or team and this should be regularly reviewed to ensure it remains accurate and up to date. Parishes are encouraged to use the online Event Manager to assist with their event risk management.
- Health and safety issues are integral to the planning and delivery of events organised by the Diocese. This includes regular liaison with our health and safety consultants.

**For more information about running events refer to the Events section of the [SafetyToolbox Resource Library](#)**

## Fire Safety

- We seek to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 and where appropriate The Housing Act, 2004.
- The person in control of our premises is identified as the Responsible Person for fire safety and will ensure an assessment of the risk of fire starting and the risk to occupants in the event of fire is carried out.
- Fire risk assessments will be premises specific and, where appropriate will be carried out in house using our online resources. For premises which fall outside the scope of our

online resources such as complex premises, premises requiring an assessment for the protection of property or premises where there is a higher risk to life safety, competent, professional advice will be sought.

- Corrective action identified from the fire risk assessment should be followed up in a timely manner by the Responsible Person (fire). Measures requiring substantial financial investment should be discussed with the Diocesan Buildings Officer to avoid unnecessary expense.
- The Responsible Person (fire) will ensure that installed fire safety systems and equipment are properly maintained, and records retained online to demonstrate compliance. In addition, regular in-house fire safety checks will be undertaken and recorded via the Premises Inspection Checklist.
- Suitable emergency fire procedures will be established by the Responsible Person and communicated to all relevant persons by the best practical means e.g. face to face briefing, notices. Where appropriate, people will be appointed to assist with the implementation of emergency fire procedures.
- **Outline emergency fire procedure:**

**If you discover a fire:**

1. Raise the alarm according to the specific arrangements in your premises e.g. shout FIRE, activate the nearest fire alarm call point etc.
2. Remember to warn occupants of neighbouring building(s) who are likely to be at risk if the fire spreads
3. Call the fire brigade by dialling 999 from the nearest available telephone. If this is a mobile phone give the full postal address of the premises and if asked confirm that there is evidence of fire (e.g. smell or sight of smoke and flames).
4. Clear the building and switch off any plant or equipment which might make the fire worse e.g. cooking equipment, ventilation equipment but without taking personal risk
5. Attack the fire if you have been trained to do so using the appliances provided, but without taking personal risk.
6. Evacuate the building by the nearest available exit to the fire assembly point which will be a place where people will be safe from the fire  
Try to close all doors and windows behind you as you leave, without taking personal risk

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**AWAIT THE FIRE BRIGADE AND DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**

For more information about fire safety refer to the Fire section of the [SafetyToolbox Online Resource Library](#)

## First Aid

- As a minimum we seek to ensure that a first aid box and a person appointed to take charge of first aid arrangements such as calling an ambulance, is provided in our administrative offices. Staff in these offices will be advised about the first aid arrangements available to them.
- Whilst we recognise that it is not a legal requirement that we make provision within our first aid arrangements for persons other than our paid workers, we seek to provide first aid equipment in most of our churches and church halls and at other Diocesan services. We rely on the goodwill of volunteers to provide first aid treatment (as appropriate) at our services and other activities.
- The persons in control of other Diocesan premises are encouraged to review their first aid arrangements regularly and update these arrangements where appropriate. As a minimum, premises should provide a basic first aid kit containing a selection of simple dressings. Lotions, creams, tablets and other items which could be regarded as a medicine must NOT be included in first aid boxes provided for use by paid or volunteer workers or members of the public.

For more information about first aid refer to the First Aid section of the [SafetyToolbox Resource Library](#)

## Food Safety

- We seek to follow good hygiene practice governing the preparation, storage and service of foodstuffs.
- We seek to ensure that all food handlers who regularly provide a food service at our administrative offices and other Diocesan Services have access to appropriate information, instruction, supervision and training on safe food handling.
- We encourage parishes to assist with the implementation of good hygiene practices among food handlers, providing appropriate information, instruction, supervision and where necessary formal training depending on the nature of the food preparation activity. Other Diocesan facilities are responsible for ensuring they meet their statutory obligations with regard to food hygiene.
- We seek to ensure that an appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- We do not guarantee that food provided on Diocesan premises for consumption by clergy, paid or volunteer workers or members of the public is suitable for people with food allergies or intolerances. Persons with food allergies or intolerances must make their own judgement based on their understanding of their condition.
- Kitchen furniture and equipment should be fit for purpose, kept clean and well maintained.

- Persons using kitchen facilities and equipment must ensure they are authorised to do so by the responsible person at the premises e.g. the Parish Priest or his authorised delegate.

**For more information about food safety refer to the Food Safety section of the [SafetyToolbox Online Resource Library](#)**

## **Hazardous Substances**

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

**For more information about hazardous substances refer to the Harmful Substances section of the [SafetyToolbox Online Resource Library](#)**

## **Heating Equipment**

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

**For more information about heating equipment refer to the Heating Equipment section of the [SafetyToolbox Online Resource Library](#)**

## Landlord Obligations

We recognise our obligations as landlord and accordingly seek to ensure that:

- Domestic property including tied domestic property e.g. presbytery or retired clergy house, is provided and maintained in accordance with the requirements of the Housing Act 2004 and where appropriate the Regulatory Reform (Fire Safety) Order, 2005.
- Property which is rented or leased to third parties is covered by a legally binding agreement.
- Deposits taken in respect of property rental are appropriately managed.
- Tenants/ lessees are provided with relevant information about the property e.g. safety procedures, instruction manuals.
- There is suitable management of defects.
- Parish Priests must inform the Diocesan Buildings Officer of all Parish property which is rented/ leased out to third parties and maintain the online profile for the property.

It is the responsibility of the Parish Priest to ensure their landlord's obligations are discharged in line with Diocesan policy and procedures.

Where agents are appointed to manage a property rental, an appropriate agreement must be signed by the Parish Priest or other authorised Diocesan representative.

**For more information about landlord obligations refer to the Renting Diocesan Property section of the [SafetyToolbox Online Resource Library](#)**

## Legionnaires' Disease

- The Diocese recognises the risk presented by the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) (ACOP) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and is committed to taking reasonable and practical steps to manage these risks.
- In general, the risk of infection from exposure to legionella bacteria in our churches and church halls is not considered to be significant and should be capable of being adequately controlled by:
  - Engaging competent persons to undertake work on hot and cold water systems
  - Seeking to ensure safe water temperatures are maintained whilst at the same time avoiding conditions which increase the risk of burns from very hot water; AND
  - Seeking to ensure that hot and cold water systems are turned over regularly.

In premises where the risk may be increased e.g. residential property, an appropriate assessment of the risk will be carried out and action identified to remove/ reduce any unacceptable risk in accordance recognised best practice.

**For more information about Legionella refer to the Legionella section of the [SafetyToolbox Online Resource Library](#)**

## Lifting Operations and Lifting Equipment

- Lifting equipment must be purchased according to a process which seeks to ensure equipment is fit for purpose and complies with appropriate standards.
- All persons involved in lifting operations must be competent and where appropriate qualified for the task and authorised to operate the plant and equipment involved.
- Lifting equipment must be maintained according to the provisions of the Provision and Use of Work Equipment 1998 (PUWER) and where appropriate the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). A separate safety inspection is usually required in addition to routine service and remedial maintenance.
- All lifting operations must be planned, supervised and assessed for risk.

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

## Manual Handling

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

**For more information about manual handling refer to the Manual Handling section of the [SafetyToolbox Online Resource Library](#)**

## New Starters

- We recognise that new starters are likely to be unfamiliar with their work place and work role. As such they may be at increased risk.
- We encourage all those in control of premises to establish an effective means to:
  - Ensure new appointees are competent to carry out the tasks associated with their employment (whether paid or voluntary).

- Where gaps exist to provide additional training and/ or supervision. The level of supervision will be commensurate with the level of risk and take into account individual characteristics e.g. age and aptitude.
- Provide new starters with safety critical information such as fire procedures and first aid arrangements within their first day at work (Safety Induction Training).

**For more information about managing new starters including a checklist for carrying out and recording Safety Induction Training refer to the New Worker section of the [SafetyToolbox Online Resource Library](#)**

### **Personal Protective Equipment (PPE)**

- Personal protective equipment is defined as equipment that will protect the user against health and safety risks. It can include items such as safety glasses, head protection, high visibility clothing, safety footwear, gloves and safety harnesses.
- Taking account of what we know about our normal day to day activities, the activities likely to necessitate our clergy, paid or volunteer workers to use PPE is mainly restricted to cleaning and maintenance tasks. The type of PPE required tends to be limited to simple items such as gloves, glasses, footwear, high visibility clothing and ear defenders.
- We encourage the person in control of our premises to be aware of the activities being undertaken in and around the premises for which they are responsible and to provide suitable and sufficient PPE where there is no reasonable alternative in order to protect persons from exposure to a hazard. Such equipment must be provided at no charge to those needing to use it.
- No person should be asked to undertake a task for which they are not competent and should highlight the limits of their competence for the removal of doubt.
- Where PPE is used for the protection of exposure to a hazard, persons needing to use the equipment should be familiar with the purpose of the equipment and understand how to correctly use, store, maintain and replace the equipment.

**For more information on PPE refer to the PPE section in the [SafetyToolbox Online Resource Library](#)**

### **Personal Safety (see also Working Alone)**

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

transporting of money.

- Working alone in their work place or working away from their principal work base.

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

Persons in control of our premises are encouraged to raise awareness to the hazards and risks to themselves and their paid and volunteer workers and establish practical and proportionate measures to control these hazards and risks. For example, persons at risk should:

- Be competent to undertake their duties safely.
- NOT take unnecessary risks.
- Be aware of the hazards and risks to which they are exposed and the measures to be used to protect them e.g. avoiding working alone late at night, avoiding working in isolated areas, ensuring access to a safe means of escape etc.
- Make sure that their line manager or other responsible person is aware of any medical condition or other personal circumstance which might reasonably impact on their ability to work safely alone or in a high risk situation.
- Know what to do if something goes wrong.
- Inform a colleague, family member or friend (whichever is appropriate) of their whereabouts, what they are doing and when they should be expected back to their normal workplace or home.
- Report promptly any concerns, threats or potentially dangerous situations to their line manager, Parish Priest, Vicar General or Bishop as appropriate.

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

- Understand the importance of ensuring the hazards and risks are correctly evaluated.
  - Obtain professional advice and assistance where they cannot reasonably manage problems within the limits of their own resources.
  - Understand the practical and emotional implications of working alone or in difficult situations.
- 
- Clergy experiencing violence and harassment should contact their Dean, Bishop or Vicar General.
  - The Diocese will identify those activities taking place in our parishes and other Diocesan facilities and evaluate these specifically for the purposes of determining the level of risk posed to those involved and whether there is a need to do more to protect people.
  - Reducing the risk will primarily depend on establishing guidelines for appropriate working procedures and providing information and/ or training for those involved.
  - The design of our premises also influences the risk and where we have the opportunity to redesign workplaces, we will seek to include improvements to reduce the risk of violence.
  - We will robustly investigate any incidents of violence and harassment to our personnel to identify the root causes and avoid recurrences.

- Management and occupational health support is available to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police for a full investigation of any person who assaults our clergy, paid or volunteer workers.

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

## Pregnant Workers

- We are committed to protecting the health and safety of women of childbearing age and new or expectant mothers, to ensure compliance with the **Management of Health and Safety Regulations 1999**. We do not equate pregnancy with ill health, but we recognise that the potential health and safety implications must be addressed.
- Upon receipt of written notification that a paid or volunteer worker is pregnant, Line Managers will ensure that the work tasks carried out by the pregnant worker/ new mother are reviewed in the light of their condition and suitable adjustments made to maintain their health and safety and that of their unborn child. Where there is significant risk, these considerations will be documented in the form of a risk assessment.
- Employees and other persons affected will be made aware of the results of risk assessments so that new or expectant mothers are not put at risk of injury or ill-health from any foreseeable hazard.

**For more information about managing the health and safety of pregnant workers refer to the Pregnant Workers section of the [SafetyToolbox Online Resource Library](#)**

## Safe Access, Egress and Work Place

- We will endeavour so far as is reasonably practicable to provide safe access, egress and a safe place of work for all those working at our premises.
- Some of our activities take place in areas to which the public have access. We therefore take account of risks to the public within our risk assessments including the risks to children and people with disabilities.
- We will encourage those in control of our premises to undertake regular inspections to identify hazards which might affect people working in, visiting or passing by our premises. Where hazards cannot be immediately rectified we encourage those in control to put in place effective and appropriate measures to warn people of the dangers and protect them from such dangers.
- Where the activities or undertakings conducted in our premises result in the temporary obstruction of fire exits and escape routes and affect the functioning of safety critical systems and equipment such as fire alarms and fire extinguishers we encourage those in control to take account of this and make alternative arrangements to maintain a safe environment for their personnel and members of the public.
- For the duration of building and maintenance work, when the building is in use, appropriate risk control measures should be implemented such as barriers and signs. Persons in control

of our premises should take into account the need to be alert to building users who may have special needs or be too young to comprehend warning signs and instructions.

- Safety equipment will be provided to assist people in an emergency including fire extinguishing equipment.
- Warning signs and signals will be provided to warn personnel and other users of our premises of hazards to which they might reasonably be exposed. Persons in control of our premises are encouraged to identify these hazards through risk assessment. Signs and signals should be deployed appropriately in accordance with statutory requirements and best practice.

**For more information on matters relating to safe access to, movement around and egress from premises refer to the Safe Access and Egress section of the [SafetyToolbox Online Resource Library](#)**

## Safe Environment and Welfare Facilities

- We will seek to ensure, so far as is reasonably practicable, that we provide a safe environment and suitable and sufficient welfare facilities for those working at our premises e.g. toilets, washing and kitchen facilities.
- The comfort of our staff, whether they are paid or volunteer workers, is a high priority. Persons in control of our premises are encouraged to do all that is reasonably practicable to ensure a good standard of thermal comfort, adequate ventilation and sufficient lighting. This will be achieved by providing:
  - A means of heating our premises which is appropriate to the nature and use of the premises.
  - Windows which can be opened.
  - Portable fans where necessary.
  - Lighting which is suitable for the tasks undertaken.
  - Where required emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.
- All equipment provided for the purpose of workplace comfort should be subject to periodic checks, maintenance and repairs by competent engineers. Certain checks should be recorded, and copies kept on our online health and safety management system.
- To assist in monitoring the indoor workplace temperature, thermometers should be available.

**To find out more information on safe environment and welfare facilities refer to the Office section of the [SafetyToolbox Online Resource Library](#)**

## Safeguarding of Children, Young People and Vulnerable Adults

- This Diocese is committed to safeguarding children, young people and vulnerable adults in accordance with the procedures issued by the Catholic Safeguarding Advisory Service and Diocesan policy and procedures.

- We have a Diocesan Safeguarding Commission and a Diocesan Safeguarding Officer who, with the individual Parish Safeguarding Representatives, manage and promote the safeguarding of children, young adults and vulnerable adults within the Diocese.

**For more information about managing the health and safety issues around events and activities involving children, young people and vulnerable adults refer to the Events and the Youth Activities sections of the [SafetyToolbox Online Resource Library](#) and resources on the Diocesan website [www.dabnet.org](http://www.dabnet.org)**

## Safety of Plant and Equipment

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

**For more information on work equipment refer to the Work Equipment section of the [SafetyToolbox Online Resource Library](#)**

## Slips, Trips and Falls

- We seek to ensure, so far as is reasonably practicable, that floor or ground surfaces are fit for purpose and maintained to minimise the risk of slips and trips.
- We encourage the regular review Diocesan premises for slip, trip and fall hazards and for those in control of our premises to take appropriate remedial action to resolve any issues identified.
- The prevention of slip and trip accidents in the workplace relies on the involvement of all personnel and everyone is encouraged to deal with hazards when noticed. Personnel are reminded of the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.
- Storage areas should be of sufficient capacity, well managed and under the control of an identified person.
- Cleaning regimes should be designed to control the build-up of dust, grease and other slip hazards, with all hard flooring cleaned regularly. If there is a spillage, local personnel are encouraged to ensure that it is cleaned up promptly and any wet floor is clearly highlighted.
- Except in cases of necessity, wet floor cleaning should be restricted to times outside normal operating hours or when occupancy is low. Suitable warning should be given where floors

remain wet after cleaning or as a result of other causes such as wet weather e.g. wet floor signs, positioning of personnel to provide warning etc.

- Waste should be removed regularly to ensure that it does not accumulate and cause a trip hazard.
- Personnel are encouraged to wear sensible footwear on our premises taking account of the activity in which they are involved, the conditions etc.
- Suitable and sufficient lighting should be provided for normal tasks, and emergency lighting provided to aid escape in case of lighting failure. Lighting should be routinely checked.
- Persons in control of our premises are encouraged to establish arrangements for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

**For more information about managing slip and trip hazards refer to the Safe Access and Egress section of the [SafetyToolbox Online Resource Library](#)**

## Smoking

- Smoking is not permitted within any of our premises to which members of the public, paid or volunteer workers have access. This will include the presbytery where this is used to receive any such persons.
- No Smoking signs MUST be displayed clearly on the entrances to our premises in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on Diocesan business if it is being used to carry passengers.
- Smokers are requested to ensure that they have disposed of their smoking material in a manner which avoids a fire starting i.e. material fully extinguished and NEVER brought back into the buildings for disposal. Where smoking is identified as a significant hazard on our premises receptacles should be provided for smoking materials.
- Visit the [NHS Choices website](#) for help and support for people wanting to give up smoking.

**For more information about managing smoking refer to the Smoking section of the [SafetyToolbox Online Information Centre](#).**

## Work Related Stress

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

these pressures affect work performance and could impact on the health, safety and wellbeing of those suffering from stress, work colleagues and other relevant persons.

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

You can get advice and support on managing stress from the [NHS Choices website](#)

**For more information about work related stress refer to the Work Related Stress section of the [SafetyToolbox Resource Library](#)**

## Working Alone

- The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’ Lone working may occur when clergy, paid or volunteer workers are working alone in our premises, working in the premises before or after normal hours and when working away from the main work site.
- It is our policy to seek to avoid the need for lone working as far as is reasonably practicable. However, we recognise that there are times when it is unavoidable. Line managers must to ensure that safe procedures to minimise the risks to lone workers are established and communicated to those involved. Including:
  - Not working alone unless authorised to
  - Not undertake any task that might put the worker in harm’s way

- Understand the task and what to do if something goes wrong
- Establish 'check in' arrangements with someone so the alarm can be raised if necessary.
- Not to work alone if they feel uncomfortable about it
- Don't work alone if you don't feel safe
- Contractors who undertake work on our premises are responsible for their own lone working arrangements but in any case may not commence work without the authority of the person in control of the premises at which they are working.

**For more information about working alone refer to the Vulnerable Groups section of the [SafetyToolbox Online Resource Library](#)**

## Working at Height

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

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

- Avoid the need to work at height e.g. use extending equipment from ground level.
- Prevent falls using appropriate access equipment e.g. work platforms.
- Reduce the distance and consequences of a fall should one occur.
- Persons in control of our premises must seek to ensure that persons engaged in work at height are competent to do so or are supervised by someone who is competent. This is likely to require engaging competent contractors where competence is not available 'in house.'
- Persons working by themselves should **NOT** be permitted to carry out work from height.
- The person in control of our premises should carry out a general work at height risk assessment a copy of which should be recorded on their SafetyToolbox Online account.

- Ladders, steps and other equipment used for work at height MUST be subject to routine checks which should be recorded on the SafetyToolbox Online account.

To find out more about work at height refer to the Work at Height section of the [SafetyToolbox Online Resource Library](#)

## Risk Management and Performance Monitoring and Review

### Risk Identification

- We recognise our legal duty to identify the significant hazards associated with our activities and to carry out a suitable and sufficient assessment of the risks posed by such hazards to eliminate or reduce the risk of injury, ill health or loss.
- Working with our Competent Person, we will agree a general risk profile covering the activities of the Diocese. This will be based on:
  - Statutory requirements, codes of practice and standards relevant to our activities.
  - Accident, illness and claims data within the Diocese of Arundel and Brighton and the Catholic Church nationally.
- We will review the general risk profile from time to time to ensure it remains accurate.
- We recognise that within our general risk profile there will be some local variation. Parishes and other Diocesan Services will be able to identify their own risk profile using our online health and safety management system in the first instance.

### Risk Assessment

- Risk assessment is a systematic process by which the potential risks that may be involved in an activity or undertaking are evaluated.
- When considering risk assessment be aware that:
  - A hazard is anything which has the potential to cause harm, such as electricity, working from a ladder, using a cleaning chemical etc.
  - A risk is the chance, big or small, that somebody might be harmed by these hazards together with an indication of how serious the harm could be.
- We follow an approach to risk assessment based on the Health and Safety Executive five steps:
  1. Identify the hazards.
  2. Decide who might be harmed and how.
  3. Evaluate the risks and decide on precautions.
  4. Record the significant findings.
  5. Review and update.

- The significant findings of risk assessments should be communicated to relevant persons in the form of safe procedures for example, lone working procedure, emergency fire procedure etc.
- The person responsible for health and safety e.g. the Parish Priest or Line Manager is responsible for ensuring that risk assessments are carried out, regularly reviewed and updated where appropriate. Copies of certain risk assessments will be kept on our online health and safety management system.
- The Health and Safety Committee will regularly review the arrangements in the Diocese for the management of risks relating to the personal safety and well-being of the clergy including such matters as working alone, work related driving and work-related stress.
- We recognise that most of the personnel on whom we rely to manage risk in our premises (clergy, paid and volunteer workers) are not trained health and safety professionals, nor do we believe it is essential for them to be so. We are committed to providing resources to assist people unfamiliar with risk assessment to undertake thorough and meaningful assessments through our online health and safety management system. For many assessments commonly required for the activities and undertakings of the Diocese, the system provides online interactive risk assessment questionnaires designed to help people with little health and safety knowledge.

**For more information about risk assessment refer to the Risk Assessment section of the [SafetyToolbox Online Resource Library](#)**

## H&S Performance Monitoring and Review

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

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

In addition:

- The Diocesan Buildings Officer will monitor health and safety performance via our online health and safety management system and make a regular report to the Diocesan Health and Safety Committee
- The Diocesan Health and Safety Committee will meet regularly to review health and safety performance.
- The Diocesan Health and Safety Committee will communicate any serious health and safety matters to The Bishop and Trustees at the regular Trustees Meeting. In addition, a report on health and safety performance will be presented to The Bishop and Trustees at the January and July meetings.

- Deanery Health and Safety Representatives will report any health and safety issues of which they are aware in their Deanery to a member of the Diocesan Buildings Officer or a member of the Health and Safety Committee. They will also assist in the communication of health and safety information issued from the Diocesan Health and Safety Committee and in coordinating health and safety matters when required.
- Parish Health and Safety Representatives will monitor health and safety performance and report regularly to the Parish Priest or Parish Finance Committee whichever is most appropriate. Concerns should be reported to the Diocesan Buildings Officer or Deanery Representative
- Line managers will monitor health and safety performance within the scope of their area of operation and report any concerns to the Diocesan Buildings Officer.
- Where deficiencies in health and safety performance are noted, we will consult with all relevant parties to implement a practical and sustainable resolution as quickly as possible.

## Health and Safety Audit

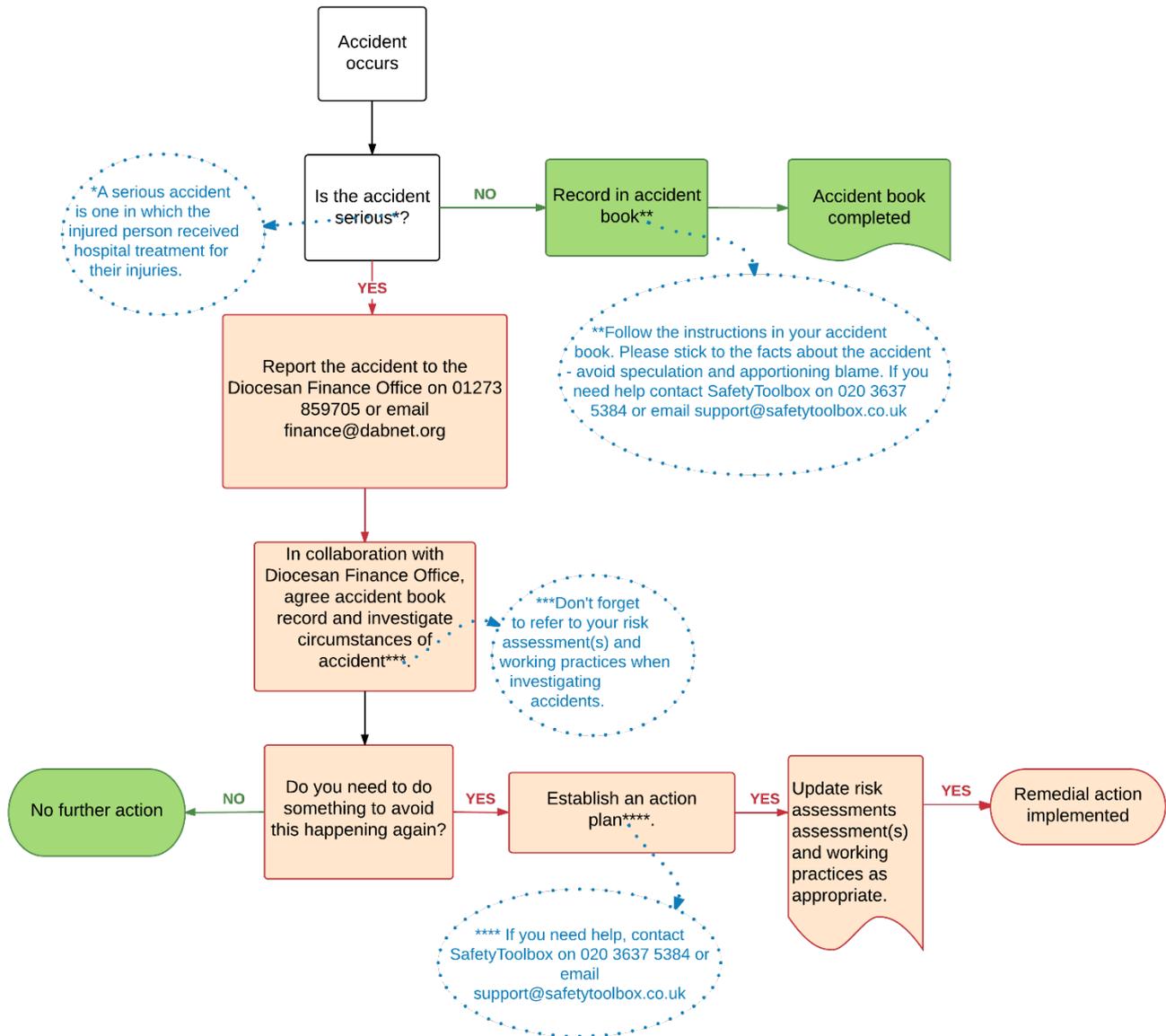
A process of periodic review will be developed to establish that our health and safety management system remains fit for purpose and that records retained to demonstrate compliance are accurate and of good quality.

## Record of Amendments

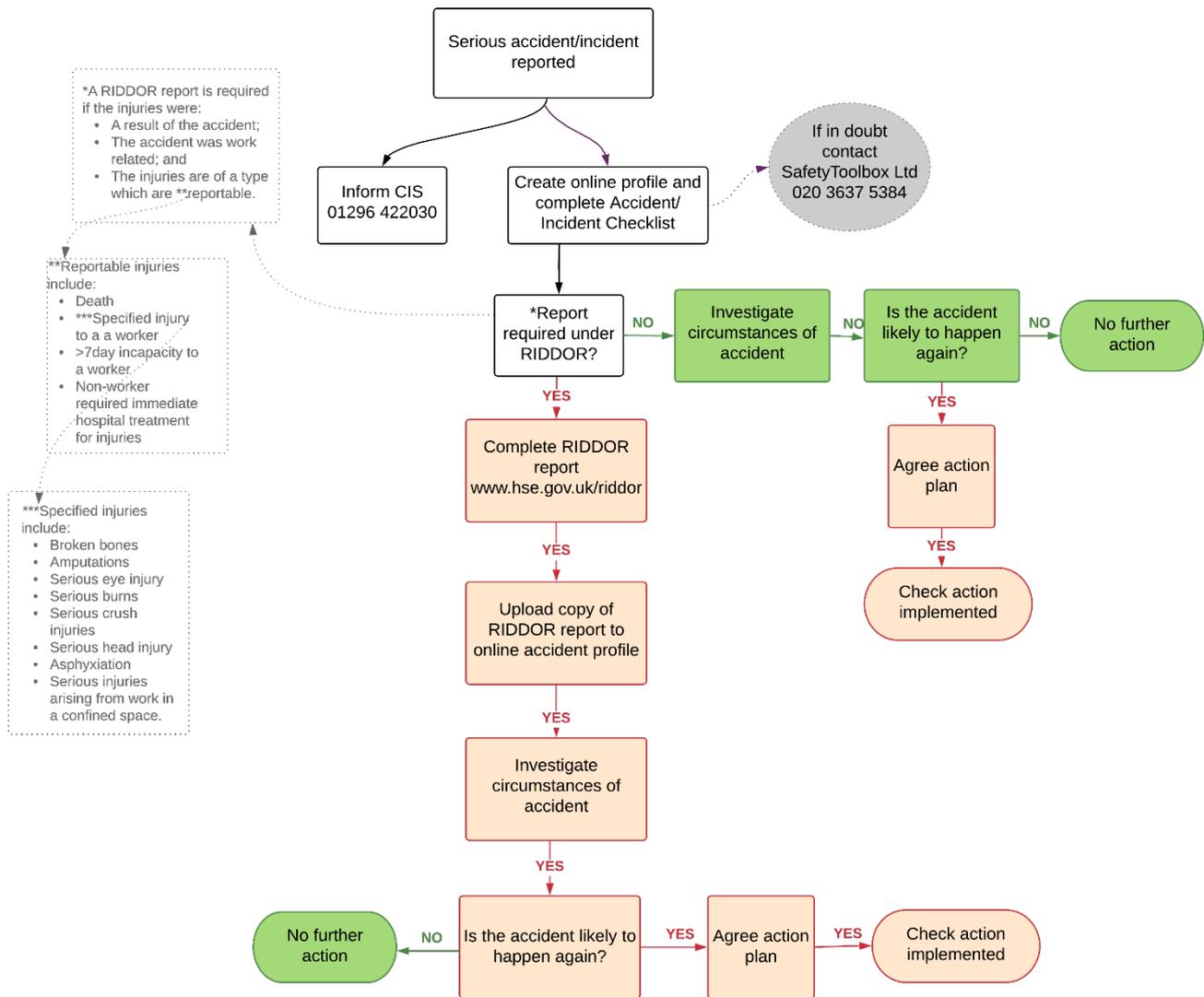
Revision	Date	Amendment
1	01/10/2018	Updates to incorporate Lourdes Pilgrimage, clarify responsibility, simplify language and improve flexibility of approach. New sections covering landlord obligations, audit to reference Whistleblowing Policy.

# Appendices

## Accident Procedure – Parishes/ Line Managers



# Accident Procedure – Finance Office



## Mandatory Assignments List

This list comprises statutory maintenance/ Diocesan requirements for minimum health and safety compliance. Not all the items in the list will apply to all premises. Online profile set up questionnaires are used to determine relevant assignments.

This list may be subject to change according to statutory requirements and Diocesan policy. Mandatory items can be identified as those labelled as very high priority in online assignment lists.

### Property/ plant/ equipment maintenance

- Quinquennial building condition survey
- Air conditioning/ cooling equipment maintenance record
- Asbestos survey/ register/ management plan
- Automatic gate/ barrier/ door service report
- Chimney/ flue maintenance certificate
- Commercial kitchen ventilation system service report
- Electrical system 5 year condition report
- Energy performance certificate
- Test and inspection of fire safety systems and equipment e.g. fire alarm, emergency lighting, fire extinguishers
- Fixed access equipment inspection report
- Gas safety certificate
- Personal fall arrest equipment formal examination report (lanyards and harnesses)
- Legionella Risk Assessment
- Lighting protection test and inspection certificate
- Lifting equipment - Service and examination reports for lifting equipment e.g. passenger lift, platform lift, mobile elevated work platform
- Oil heating system service report
- Portable electrical appliances combined test and inspection report
- Pressurised drinks dispensing equipment maintenance report
- Sliding and folding wall maintenance report

### Health and safety assessments and inspections

- Safe access and egress risk assessment
- Fire risk assessment (where applicable)
- Premises inspection checklist
- Events assessments
- Building, repair and maintenance works assessments