



ROMAN CATHOLIC DIOCESE OF PORTSMOUTH

Diocese Health and Safety Policy Manual

FOREWORD

I commend to you this new and updated Health and Safety Policy for our Diocese of Portsmouth, grateful to all who have helped create it. Please read and study it carefully and reflect on how its provisions might be put into practice. This policy will then be a real help to cultivating safe procedures across our parishes and communities. We have a legal, moral and ethical duty to look after people's safety, welfare and health so that the chance of someone suffering an injury or (work-related) ill health is minimised. The Diocese has to abide by and to meet the requirements specified in both civil legislation and in canon law.

Indeed, under canon law, the Parish Priest is entrusted with the care of souls within his parish and this includes all visitors to the parish too. It is thus his duty to ensure that all health and safety matters have been considered and that identified risks have been mitigated.

In advance, I thank you for your attention to the matters here. I pray that the Lord will bless us all with good health and that our parishes and communities will be places of safety.

In Corde Iesu

A handwritten signature in blue ink that reads "+ Philip". The plus sign is a simple cross, and the name "Philip" is written in a cursive, flowing script.

Bishop of Portsmouth

21st April, 2017

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INTRODUCTION

1. INTRODUCTION

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

The Diocese is committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

This Health and Safety Policy Statement sets out the commitment and the objectives the Diocese aspires to in managing health and safety. It is signed by the Bishop of Portsmouth to demonstrate that our commitment is led from the top.

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

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

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

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

POLICY REVIEW

This Health and Safety Policy will be reviewed annually by Ellis Whittam Ltd in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from Ellis Whittam and confirmed by our nominated responsible person.

Review Date	Signed on behalf of Ellis Whittam	Confirmed
22nd August, 2016	I Hearson	1 st February, 2017

DOCUMENT CONTROL

The original master hardcopy of the Health and Safety Policy will remain the controlled copy, and the Health and Safety Administrator will retain a register of these. Any amendments made to the policy will result in a new version of this master hardcopy. Any hard copies obtained will not be classified or considered as controlled documents.

Approvals

The signatures below certify that this document has been reviewed and accepted, and demonstrates that the signatories are aware of all requirements contained herein and are committed to ensuring their provision

	Name	Signature	Position	Date
Prepared by	G Palethorpe		H&S Coordinator	4/4/16
Reviewed by	S Hayes		Diocesan Surveyor	4/4/16
Reviewed by	D Lawes		Head of Dept for Administration	7/4/16
Reviewed by	Rev Mgr J Nelson		Secretary to the Trustees	15/6/16
Approved by	I Hearson		Ellis Whittam	22/8/16
Reviewed by	Rev Canon M Dennehy VG		Diocesan Trustee	25/1/17
Reviewed by	Rev Dcn G Dailly		Diocesan Trustee	5/5/17
Approved by	Trustees			14/9/17

Register

Copy Number or Reference	Location kept
Version 9	Department for Administration K Drive

AMENDMENT RECORD

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

Where significant changes are to be made which could impact on the Diocese or our congregation, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by
4 th April 2016			Original document review meeting Sean Hayes, G Palethorpe	G Palethorpe
7 th April 2016			Version 2 Review – Sean Hayes, David Lawes	G Palethorpe
21 st April, 2017		Foreword	Foreword from Bishop Philip Egan added	G Palethorpe
5 th May, 2017	All	All Sections	Detailed review by Deacon Gerard Dailly (Trustee). Corrections made.	G Palethorpe

LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the Ellis Whittam webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the Ellis Whittam webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the **Ellis Whittam** advice line - **Tel: 01244 687200**

FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the Ellis Whittam webpage.

POLICY STATEMENT

2. HEALTH AND SAFETY POLICY STATEMENT

Dear Parish Priest, other clergy, employee, parishioner and anyone who enters our Diocesan and Parish premises.

I am pleased to have the opportunity of presenting the Health and Safety (H&S) policy, which sets out our commitment to high standards of H&S and the reasonable arrangements for achieving them. Although we have a legal obligation to comply with the Health and Safety at Work Act 1974 (HSWA), the financial and, more importantly, moral obligations must be considered also.

It is the policy of the diocese of Portsmouth to:

- Establish and implement a parish health and safety (H&S) policy to manage the risks associated with our premises and activities.
- Regularly monitor our performance and revise our policy as necessary to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current H&S legislation and aim to achieve the standards of good practice applicable to our activities.
- Actively promote an open attitude to H&S issues, encouraging Parish Priests, other clergy, employees, parishioners who volunteer and anyone who enters our Diocesan and Parish premises (for example, contractors) to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with Parish Priests, other clergy, employees, parishioners who volunteer and anyone who enters our Diocesan and Parish premises (for example, contractors) who this policy applies to on all issues affecting their H&S and, in doing so, bring this policy to their attention.
- Provide adequate training to enable persons to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures. The Diocesan Health and Safety Administrator will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for H&S are allocated, understood, monitored and fulfilled.
- Retain access to competent advice and assistance, thereby ensuring that we are aware of relevant changes in legislation and good practice.

Although collectively the trustees have shared overall responsibility for H&S, the success of our policy will depend on the full commitment and cooperation of the clergy, employees, volunteers and all those that enter the boundaries of our Diocesan and Parish sites. I am confident that all concerned will recognise the need to take care of their own and others' health and safety as per the current arrangements and those arrangements made in future developments, for the sake of the common good, to continue the mission of the Church and to comply with current legislation.

For and on behalf of *Portsmouth Roman Catholic Diocesan Trustees Incorporated*:

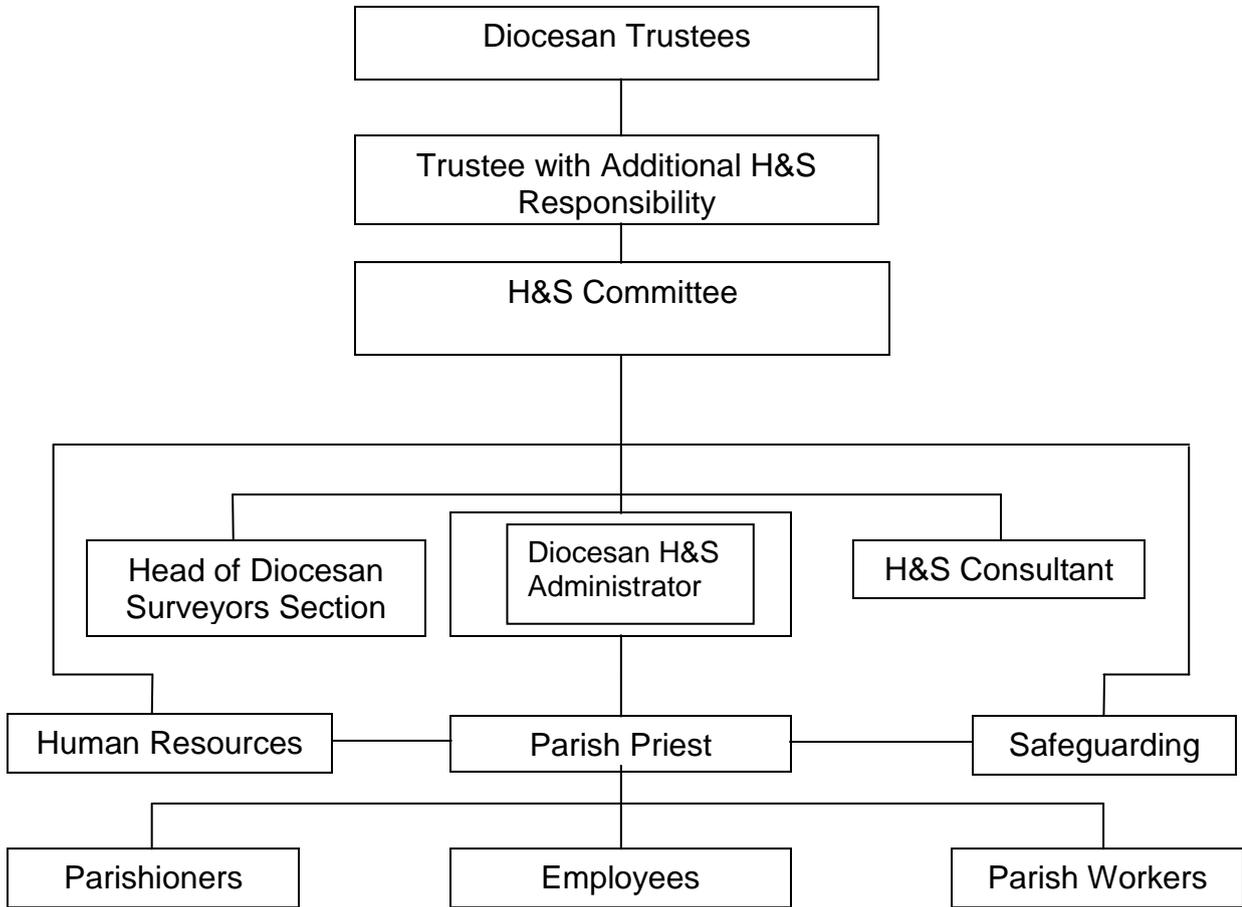
Signed:

+ Philip

Date: 21st April, 2017

Bishop of Portsmouth

**ORGANISATION FOR
HEALTH & SAFETY**



3. ORGANISATION FOR HEALTH AND SAFETY

The overall responsibility for health and safety rests with the Bishop and the Board of Trustees. However, it is the responsibility of every priest, employee and volunteer to co-operate in providing and maintaining a safe Diocesan and Parish environment.

This part of our policy allocates responsibilities to Parish Priests and others with management responsibility for employees and parish volunteers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. In addition, they are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

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

Board of Trustees

Nominated Trustee with Health and Safety responsibility

Health & Safety Committee

Supervisors/Co-ordinators

Parish Priests

Health & Safety Administrator

HEALTH AND SAFETY RESPONSIBILITIES

4. HEALTH AND SAFETY RESPONSIBILITIES

Board of Trustees

The Board of Trustees has the ultimate responsibility for the Health and Safety of the Diocese but discharges this responsibility through the Nominated Trustee for Health and Safety down to the Diocese Health and Safety Committee, Diocese Health and Safety Administrator, Parish Priests, other clergy, employees, and parishioners who volunteer.

The Board has nominated one of the Trustees to have special responsibility for Health and Safety.

The Board of Trustees will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the diocese
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of employees and volunteers in improving health and safety performance
- they will review the health and safety performance of the diocese on an annual basis

Nominated Trustee for Health and Safety

The Nominated Trustee for Health and Safety is the designated person with overall responsibility for ensuring compliance with H&S legislation in parishes.

The Nominated Trustee for Health and Safety will ensure that:

- The parish H&S policy documentation is implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A H&S plan of continuous improvement is created and progress monitored.
- Parish Priests, other clergy, employees and parishioner who volunteer understand the allocated responsibilities for H&S defined in this policy.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all H&S requirements.
- Adequate insurance cover is provided and renewed.
- Competent persons are appointed to provide H&S assistance and advice.
- The Diocesan Trustees are made aware of all factors affecting H&S in the organisation.
- Through education, risk assessments, safe systems of working an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- They communicate with Parish Priests, other clergy, employees and parish volunteers on H&S issues.
- Where identified as necessary, suitable training will be provided to ensure parish workers are competent to carry out their work in a safe manner.
- The monitoring activities required by this system are undertaken.
- H&S objectives are set and their achievement is measured and reported.

Health and Safety Committee

The Health and Safety Committee's responsibility is to facilitate communication and consultation on health and safety issues across the organisation.

They are responsible for ensuring that:

- there is regular communication and consultation with Parish Priests, other clergy, employees and parish volunteers on H&S issues. on health and safety issues
- health and safety issues raised by employees are discussed and considered for action
- health and safety standards within Parishes are monitored
- trends in accident statistics across the Diocese are identified and making recommendations for action
- health and safety is promoted and new initiatives are considered to progressively improve standards in all areas
- employees are aware of significant changes to our health and safety policy documentation

Curial Managers/Parish Priests

Curial Managers/Parish Priests will ensure that in their areas of control:

- they implement the Diocesan Health and Safety Policy
- they supervise their employees and volunteers to ensure that they work safely, providing increased supervision for new, volunteer and young workers
- they communicate and consult with employees and volunteers on health and safety issues
- health and safety rules are followed by all
- they encourage employees and volunteers to report hazards and raise health and safety concerns
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to employees and volunteers.
- any safety issues that cannot be dealt with are referred to a Curial Manager/Parish Priest for action
- safety training for employees and volunteers is identified, undertaken and recorded to ensure they are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents are recorded, investigated and reported
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures

Parish Priests

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

They will ensure that:

- the Diocesan Health and Safety Policy is implemented and communicated effectively.
- a health and safety culture of continuous improvement is created and progress monitored
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- Parish Safety Representatives are appointed to provide health and safety assistance.
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations covering areas such as portable appliance testing (PAT), Fixed Wired Electrical Testing, Gas Testing, Annual Fire Evacuation Procedures etc. are planned, completed and recorded
- there is regular communication and consultation with employees and volunteers on health and safety issues
- Employees and Parish Safety Representatives are encouraged to attend Diocesan Health and Safety training programmes.
- Diocesan safe systems of work and risk assessment procedures provided by the Diocesan Health and Safety Administrator are implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported to the Diocesan Health and Safety Administrator.
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff. Advice and guidance are available in the first instance from the Diocesan Health and Safety Administrator, and when required from the designated 'competent' person provided through Ellis Whittam who are providing Health and Safety Consultancy.
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures. The Diocesan Surveyor must be consulted on all works performed on any Diocesan Property.

Diocesan Health and Safety Administrator

The Health and Safety Co-ordinator will ensure that:

- The Health and Safety Committee are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of employees and volunteers who may be affected
- Meetings are held as required with the Trustee with additional health and safety responsibility, and the Health and Safety Committee (currently the Evangelisation Committee) who hold five meetings a year. Health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided
- provide advice on health and safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Health and Safety Executive.
- assist Managers in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated
- health assessment requirements are identified and advised to management

Employees

All employees must:

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

Volunteers

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

Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to the Diocesan Surveyor or the appointed Architect/Surveyor who will act as the Principle Designer and who will manage health and safety throughout the project'
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition
- report all incidents to their company supervisor and to the Principle Designer (Diocesan Surveyor or the appointed the Architect/Surveyor who will oversee the project) whether an injury is sustained or not
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

Ellis Whittam

Ellis Whittam, in agreement with the Diocesan Trustees, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
 - changes in Health and Safety legislation relevant to us
 - organisational changes which affect our management system
- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk
- a consultant visit to train Clergy and Volunteers and to support our implementation of this Policy by:
 - assisting us to complete specific risk assessments
 - providing further training, as agreed, on relevant agreed topics
 - reviewing and auditing our health and safety procedures and legal compliance
 - providing advice on implementing changes and system procedures

Ellis Whittam is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide briefings to help keep us up to date with new and forthcoming legislation

HEALTH AND SAFETY RULES

5. HEALTH AND SAFETY RULES

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

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

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by management.

General

- It is the duty of all employees and volunteers to co-operate with Parish Priests and Curial Staff Managers in fulfilling our legal obligations in relation to health and safety.
- Clergy, Employees and Volunteers must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Clergy, Employees and Volunteers are required to notify to Parish Priests and Curial Staff managers of any unsafe activity, item or situation.

Working Practices

- Clergy, Employees and Volunteers must not operate any item of plant or equipment unless they have been trained and authorised.
- Clergy, Employees and Volunteers must make full and proper use of all equipment guarding.
- Clergy, Employees and Volunteers must not clean any moving item of plant or equipment.
- Clergy, Employees and Volunteers under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Clergy, Employees and Volunteers must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Clergy, Employees and Volunteers must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Clergy, Employees and Volunteers must not smoke except in prescribed areas.

Hazard / Warning Signs and Notices

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

Working Conditions / Environment

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

Protective Clothing and Equipment

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

Fire Precautions

- Clergy, Employees and Volunteers must comply with all laid down emergency procedures.
- Clergy, Employees and Volunteers must not obstruct any fire escape route, fire equipment or fire doors.
- Clergy, Employees and Volunteers must not misuse any fire fighting equipment provided.
- Clergy, Employees and Volunteers must report any use of fire fighting equipment to their Parish Priest or Curial Manager.

Accidents

- Clergy, Employees and Volunteers must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to the Diocesan Health and Safety Administrator.
- Clergy, Employees and Volunteers must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Clergy, Employees and Volunteers must notify Parish Priests and Curial Staff Managers of any incident in which damage is caused to property.

Health

- Employees and Volunteers must report to Parish Priests and Curial Staff Managers any medical condition or medication which could affect the safety of themselves or others.
- Employees and Volunteers must co-operate with the Parish Priests and Curial Staff Managers on the implementation of the medical and occupational health provisions.

Rules Covering Gross Misconduct

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

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

ARRANGEMENTS

6. ARRANGEMENTS

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

This policy sets out the procedures that are to be followed when any member of the clergy, employee, volunteer, visitor or contractor has an accident, near miss or dangerous occurrence on the diocese's premises.

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

Definitions:

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

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

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

The Accident Book

All accidents resulting in personal injury must be recorded in the diocese's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act 1998.

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

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

Clergy, Employees and Volunteers must ensure that they are aware of the location of the accident book.

Reporting Requirements

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

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

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

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

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

Contact details for the Health and Safety Executive are:

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

Website: www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Ellis Whittam Advice Line. (Tel: 01244 687200)

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

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

Accident records are to be kept for at least three years from the date on which it was made.

Investigation

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

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

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

Asbestos

The Diocese will protect Clergy, Employees and Volunteers potentially exposed to asbestos as far as is reasonably practicable. Contractors who need to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

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

Asbestos-related Emergencies

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

Arrangements for Controlling Work on Asbestos

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

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

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

When contractors are engaged to work on the premises, the Parish Priest supported by the Diocesan Surveyor or Appointed Architect/Surveyor will ensure that the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

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

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

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

Procedures for Dealing with Health and Safety Issues

Where Clergy, Employees or Volunteers raises a health and safety problem related to work with asbestos, the diocese will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

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

- inform a the Parish Priest or Curial Manager immediately
- in the case of an accident or emergency, respond quickly to ensure effective treatment

Churchyard and Parish Grounds Safety

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

Trees

All trees within the churchyard should be inspected every six months by a competent person for signs of disease or too close proximity to the church or neighbouring buildings. A record should be kept of the inspection and any subsequent work.

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

Churchyard maintenance

- All garden machinery should be inspected and serviced regularly and any defects remedied immediately.
- Appropriate safety equipment should be used which can range from substantial footwear when using mowing machinery to ear defenders, safety goggles or visors, gloves and footwear for using trimmers and hedge cutters.
- The manufacturers' instructions should always be followed regarding use and the provision of safety equipment.
- Hand tools should be inspected for defects such as damaged blades and loose handles, and should be kept sharp and clean.
- Gloves reduce a person's ability to detect when a tool is slipping and should therefore not be worn when using wooden-handled, sharp-edged tools such as billhooks and slashers.
- Particular care needs to be exercised when clearing rubbish from around the church. Broken glass and discarded hypodermic needles may be concealed in long grass.
- Heavy-duty gloves and other protective clothing must be worn and children should not be involved in 'litter picks'.
- All persons involved in churchyard maintenance should be trained in the use of tools and machinery.
- When work is being carried out at least two persons should be present.
- Any use of ladders should be carefully considered and ladders secured appropriately.
- Persons under 18 years of age should not use machinery.

Grass cutting

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

Gravestones and tombs

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

- All gravestones, tombs and vaults should be inspected at least annually.
- The inspection need not be carried out by experts. A parish safety representative (if appointed) or other Parish Volunteer member may undertake the work.
- Each stone should be physically handled to check for loose mountings, disintegrating mortar or undue spalling caused by age or frost, thus rendering the stonework unsafe.
- Stones in a dangerous state should be carefully laid on the ground and, where appropriate, the family contacted to advise of the action taken, repair costs not being the responsibility of the church.
- A note of the survey should be recorded in the Parochial Church Council minutes, stating the date and names of the personnel undertaking the survey, that all stones were inspected, together with a record of the number of stones actually laid or other action taken.

Visitors

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

Communication and Consultation

It is a legal requirement for the diocese to establish arrangements to communicate and consult with Clergy and Employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with Clergy and Employees through:
 - individual conversations
 - notice boards
 - internal publications
 - staff meetings
 - health and safety meetings
- display the 'Health and Safety Law – What You Need To Know' poster
- consult with Clergy and Employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

Confined Spaces

The diocese will take all reasonable steps to secure the health and safety of employees, volunteers and/or contractors, who are required to enter into confined spaces.

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

When entry into a confined space of contractors and sub-contractors (including the self-employed) is required the contractor must ensure safe systems of working.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

Contractors

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

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

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

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

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

We will stop contractors working immediately if their work appears unsafe. Employees, Volunteers should report any concerns to their Parish Priest or Curial Manager immediately.

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

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

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all dutyholders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors

- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly

Disabled Persons

The diocese will give full and proper consideration to the needs of disabled persons. To achieve this, the diocese will:

- treat all disabled employees, parishioners, and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to Church facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to Churches, Halls and places of work.
- encourage disabled persons with special needs to suggest any premises or task improvements to their Parish Priest or Curial line manager
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- ensure suitable plans are in place which will assist disabled persons to leave Churches, Halls and places of work swiftly during an emergency evacuation

Display Screen Equipment (DSE)

All reasonable steps will be taken by the diocese to secure the health and safety of Priests, other clergy, employees and volunteers who work with display screen equipment.

To achieve this objective the diocese will:

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

Staff must:

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

Driving for Work

Driving is an integral part to some roles within the diocese and as such requires driving on church business. Driving has inherent risks associated with it which drivers should be made aware of.

The diocese is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence

Implementation

The diocese asks Parish Priests, Other Clergy and Employees to play their part, whether they use a diocese vehicle, their own or a hire vehicle.

Drivers

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

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

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

Before driving, drivers must:

- review the need to travel
- have a valid licence for the vehicle they are driving
- ensure valid insurance for business use
- carry out a pre-use vehicle check

- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit and have a level of alcohol below the maximum limit allowed, ideally zero and not under influence of any drugs that may affect their ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must:

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

Drugs and Alcohol

Alcohol

Employees must not drink alcohol on the diocese's premises without express permission from a senior manager, priest or trustee.

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

Drugs and medication

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

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

Electricity

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

To ensure this objective the diocese will:

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

Priests, Other Clergy, Employees and Volunteers

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

Excavation and Burial Work

All reasonable steps will be taken to secure the health and safety of staff who are required to carry out any excavation or burial work.

To ensure this objective the diocese will:

- ensure that a risk assessment is always carried out prior to undertaking excavation
- provide plans and site drawings that can be used to identify the approximate position of any site services, pipelines or structures, and avoid locating graves in close proximity to these
- provide equipment and precautions needed such as trench sheets, props, baulks etc. on site before work starts
- ensure that excavations which need to be supported to prevent any person being buried or trapped by accidental collapse, fall or dislodgement of material are subject to formal inspection by a competent person
- arrange for all excavations to be inspected at the start of every shift, and more frequently if something happens to affect its strength or stability. A record of all inspections will be made and retained

Before digging any grave or other excavation the diocese will determine what temporary support will be required and other precautions necessary to prevent:

- collapse of the sides
- materials falling onto people working in the excavation
- people and vehicles falling into the excavation
- undermining nearby structures
- damage to underground services
- ingress of water
- premature removal of support

Fire

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

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

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of the elderly/inform, deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

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

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

Re-entry of the building is strictly prohibited until the fire service declares it is safe to do so.

First Aid

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

To achieve this objective the diocese will:

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

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

Appointed Person

The Appointed Person duties include:

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

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

First Aiders

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

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

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

First Aid Boxes

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

Portable First Aid Kits

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- staff whose work takes them to isolated or remote locations

Gas Installations and Appliances

The Diocese will take all reasonable steps to secure the safety of clergy, employees, volunteers and visitors who may operate or come into contact with gas appliances or installations.

To ensure this objective the Diocese will:

- ensure that gas appliances and installations are installed in accordance with industry standards by a competent person
- maintain gas appliances and installations in a safe condition by regular maintenance, undertaken by a competent person.
- ensure that gas appliances and installations are subject to an annual gas safety inspection, that any rectifying action is completed and a record of the inspection is kept.
- inform all clergy, employees and volunteers that they are not competent to alter any part of a gas installation and are therefore not do so.

The Diocese considers that competence to work on a gas appliance or installation is only demonstrated by registration on the Gas Safety Register (GSR); therefore only those contractors holding current registration with the GSR are to be employed to work on gas appliances or installations in the Diocese.

Clergy, employees and volunteers are asked to:

- Not undertake any work on, or alterations to any gas appliance or installation
- Immediately shut off the gas supply if it is possible to do so if a gas leak is detected.
- Evacuate the premises ensuring that others also evacuate.
- Call 0800 111 999 to report the leak then follow any gas leak plan for the premises they are in.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of Parish Priests, Other Clergy, Employees and Volunteers to substances hazardous to health is prevented or at least controlled to within statutory limits.

The diocese recognises that hazardous substances may be present and used within our premises such as paint, adhesives and cleaning substances; and further that there may be occasions when hazardous substances are produced (such as Legionella) as a result of diocese activities.

All reasonable steps are to be taken to ensure the exposure of Parish Priests, Other Clergy, Employees and Volunteers to substances hazardous to health is prevented and encourage parish Priests to avoid their use completely or consider substituting for a less hazardous substance. If exposure cannot be prevented, Parish Priests are asked to the use of the product safely in accordance with the manufacturer's instructions.

Health, Safety and Welfare

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

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

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

Home Working

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

To achieve this objective we will:

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

Training

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

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

Legionnaires Disease

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

At risk systems include the hot and cold water storage and distribution system. To achieve control of Legionella bacteria the diocese will implement the following:

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

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

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build up of bio films and sediments will be controlled and tanks will be lidded.

- **Avoidance of Stagnation**

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

- **System Maintenance**

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

- **Sampling**

Sampling for Legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

- **Record Keeping**

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

Selection, Training and Competence of Staff

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

Action in the Event of an Outbreak

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

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

Lone Working

The diocese will ensure, so far as is reasonably practicable, that Parish Priests, other clergy, employees, parishioners who volunteer who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The diocese will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

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

Information and Training

Parish Priests, other clergy, employees, parishioners who volunteer and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Parish Priests, other clergy, employees, parishioners who volunteer will be required to follow the safe working procedures devised including:

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

Manual Handling

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

To implement this policy the diocese will ensure that:

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

Reducing the risk of injury

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

Techniques of risk reduction will include:

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

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

New and Expectant Mothers

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

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

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

Outdoor and Peripatetic Working

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

The diocese will:

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

Implementation

Employees and volunteers working outdoors, or away from base, are responsible for ensuring that:

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

Overseas Work

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

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

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

Country Advice

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

Risk Assessment

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

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

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

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

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

Permits to Work

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

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

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

Employees experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the diocese can investigate and rectify the situation.

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

Information and Training

The diocesan surveyor will provide the necessary information and appropriate training to ensure that appropriate employees, contractors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

Personal Protective Equipment

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

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

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

Risk Assessment

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

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

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

We will ensure that:

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

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

Safeguarding

What is Safeguarding?

Every human being has a value and dignity which we as Catholics acknowledge as coming directly from God's creation of male and female in his own image and likeness. This implies a duty to value all people and therefore to support them and protect them from harm.

In the Catholic Church this is demonstrated by the provision of carefully planned activities for children, young people and adults; supporting families under stress; caring for those hurt by abuse in the past; ministering to and managing those who have caused harm.

It is because of these varied ministries that we need to provide a safe environment for all which promotes and supports their wellbeing. This will include carefully selecting and appointing those who work with children, young people or vulnerable adults and responding robustly where concerns arise.

How does this work across England and Wales?

Following the release of "Safeguarding with Confidence," the report of the Cumberlege Commission in 2007, a National Catholic Safeguarding Commission was established. This reports directly to the Conference of Bishops and the Conference of Religious.

The Commission also oversees and manages the work of the Catholic Safeguarding Advisory Service. This (CSAS) is the National Office with responsibility for developing and supporting the implementation of **National Policies and Procedures**. It has a primary role in supporting and advising Diocesan Safeguarding arrangements. The National Office meets regularly with Safeguarding Co-ordinators and Officers from the Dioceses in order to improve consistency of practice and identify learning and development needs.

How does this work in Portsmouth Diocese?

The Bishop is responsible for safeguarding issues in his Diocese. He delegates responsibility via the Trustees to the Safeguarding Commission. The Safeguarding Commission, together with the Bishop, has appointed a **Safeguarding Coordinator, Angela McGrody**. The Commission is accountable to the Bishop and advises him on policy implementation and best practice.

Further Information

For further information on all safeguarding matters please contact the **safeguarding office on 02392 816396**

Smoking

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

It is the policy of the diocese that all of its workplaces are smoke-free and that all staff have a right to work in a smoke-free environment.

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

Implementation

All employees are obliged to adhere to and facilitate the implementation of the policy.

The diocese will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Stress

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

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

Staff who experience unreasonable stress which they think may be caused by work should raise their concerns with their Parish Priest or Curial Manager or through the diocese’s grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

Temporary Employees and Volunteers

The diocese will take the necessary measures to ensure the health and safety of any temporary and volunteer staff.

To achieve this, the diocese will provide temporary employees and volunteers with the following information prior to starting work:

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

Training

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the diocese to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the diocese.

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

All staff will need to know about:

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

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

Managers' and supervisors' training needs will include:

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

All our staff training needs will include:

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

All staff will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all staff.

All staff must:

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

Violence

The diocese recognises that in certain situations violent behavior towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

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

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all staff of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our staff
- train members of staff who may be exposed to violence or challenging behaviour situations
- support the members of staff involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by staff
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

Visitors

In the interest of safety and security, the diocese will take the necessary measures to protect Parish Priests, other clergy, employees, parishioners who volunteer and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

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

Employees aware of people on the premises who may be unauthorised should report these to their Parish Priest or Curial Manager for action.

Emergency Action

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

Work At Height

The diocese will take all reasonable steps to provide a safe working environment for all employees and volunteers who may be affected by work at height activities.

The employees and staff will ensure that:

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

Information and Training

The diocese shall provide any information, instruction and training required to work in a safe manner when working at height.

Work Equipment

The diocese will provide a safe working environment in relation to work equipment safety and ensure all employees and volunteers receive appropriate safety information and training in their work equipment.

To achieve this objective the diocese will:

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

Working Time Regulations

The diocese will ensure that all employees under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. The diocese will NOT encourage employees to work over the 48 hours but employees can choose to work longer hours if they wish by opting out. Employees cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult employees:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum uninterrupted rest period of 11 hours in every 24-hour period with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time employees (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift employees
- free health assessments for night shift employees
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours
- employees must not suffer any detriment if they choose not to opt out

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

The reference period of 17 weeks can be increased 26 weeks or 52 weeks by local collective agreements with recognised trade unions or official employee representatives.

A young person's maximum hours are limited to 40 hours per week with no reference period.

Young persons are generally excluded from shift working.

Further information

All employees should refer to the Employee Handbook for full details of the diocese's policy on working times, holidays and other benefits.

Young Persons

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

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

To ensure the safety of young persons the diocese will:

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

RISK ASSESSMENT

7. RISK ASSESSMENT

Risk Assessment

Risk Assessment involves identifying the hazards present in the diocese or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

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

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

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

The risk assessment must identify all those people who may be affected by the hazard, whether they are clergy, employees, volunteers, parishioners, or visitors such as members of the public.

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

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

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of all interested parties.

Carrying out risk assessments

Those who are involved in risk assessments should:

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

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

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the Diocesan/Parish Premises. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of the Clergy, employees, volunteers and parishioners as they may have noticed things that are not immediately obvious.

Examples of hazards include:

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

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

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

- clergy and employees
- volunteers, parishioners and visitors
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or after having a baby, inexperienced employees or young persons.

STEP 3 - EVALUATE AND CONTROL THE RISK

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

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

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

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

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees

IMPLEMENTING AN ACTION PLAN

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

STEP 4 - RECORD YOUR FINDINGS

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

Hazards and example controls

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

STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

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

Refer

- Risk Assessment Form

Fire Safety Order 2005

MANAGING FIRE SAFETY

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone in your premises is able to escape to a place of total safety easily and quickly.

The risk assessment that you must carry out will help you ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

A Fire Risk Assessment is carried out where people assemble, it is an organised and methodical look at the premises, the activities carried out there and the likelihood that a fire could start and cause harm to those in and around the premises.

The five key aims to a fire risk assessment are:

Identify the fire hazards

Identify people at risk

Evaluate, remove or reduce the risks

Record your findings prepare a fire emergency evacuation plan and provide training

Review and update the fire risk assessment regularly

The significant findings of the fire risk assessment.

Significant Finding is defined as:

A feature of the premises, identified from which the fire hazards and persons at risk are identified. The actions you have taken or will take to remove or reduce the chance of a fire occurring or the spread of fire and smoke. The actions people need to take in cause of fire. The necessary information, instruction and training needed and how it will be given.

Fire Risk Assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between hirers of the premises. building contractors carrying out works to ensure a coordinated response is prepared and implemented.

A competent person needs to be appointed to carry out any of the preventative and protective measures needed to comply with the legislation. This person could be an appropriately trained employee, parish volunteer or third party

Your fire risk assessment should demonstrate as far as reasonable, the needs of all relevant persons such as the disabled, elderly and infirm have been considered.

Six Steps to Fire Risk Assessment

Identify the hazards

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

1. Identify people at risk

- Clergy, Employees, Parishioners, Visitors
- People in and around the premises
- Vulnerable persons, disabled etc.

2. Evaluate, remove, reduce and protect from risk

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

3. Consider:

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

4. Record, plan, inform, instruct and train

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

5. Review

- Keep assessment under review
- Revise where necessary

Refer:

- Fire Risk Assessment Form

8. LEGAL EXPENSES INSURANCE

For a copy of Ellis Whittam's master legal expenses insurance policy please see <http://www.elliswhittam.com/health-safety/legal-expenses-insurance/>. Please refer to your contract with Ellis Whittam for the type of cover (if any) that is applicable to your diocese – i.e. employment dispute insurance or health & safety prosecution insurance or both – and the relevant provisions of the master policy document will then apply accordingly.

Please contact us if you require a hard copy of the policy.