

Health and Safety Policy, Organisation and Arrangements

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Table of Contents

Page Number

Bishop's Foreword	5
General Information	6
Introduction	6
Purpose	6
Scope	6
Health and Safety Management System	7
Dissemination and Implementation	7
Advice, Information and Guidance	8
Section 1 - General Statement - Health and Safety Policy	
General Statement - Health and Safety Policy	9
Section 2 - Organisational Roles and Responsibilities	
Overview	10
The Bishop and Trustees (The Employer and Responsible Person)	10
Core Responsibilities of the Finance Committee (Appointed Person)	11
Audit and Risk Committee	11
The Health and Safety Coordinator (Competent Person)	11
Responsibilities of Heads of Departments / Line Managers	12
Responsibility of Parish Priests	13
Responsibility of Deans	14
Responsibility of the Property Office	15
Responsibility of Employees, Clergy, Volunteer Workers	15
Volunteer Parish Property and Safety Representatives	16
Responsibility of all Contractors	16
Responsibility of Individuals or Groups who Hire Diocesan or Parish Premises	17
Multi Academy Trust and Diocesan Schools	18
Section 3 - Arrangements for Health and Safety	
General Arrangements for Health and Safety	
Accident and Incident Reporting and Investigation	19
First Aid Arrangements	20
Management of Slips, Trips and Falls	21
Management of Display Screen Equipment	22
Working at Height	22
Personal Protective Equipment (PPE)	23
Hazardous Substances (COSHH)	24
Safety Signs	24
Children and Young People at Work	24
Safeguarding of Children, Young People and Vulnerable	25

Adults	
Expectant and New Mothers	25
Disabled Persons	26
Occupational Road Safety	26
Drugs and Alcohol	27
Food Safety	28
Events	28
Overseas Work	29
Working Alone	30
Personal Safety	30
Managing Mental Wellbeing at Work	32
New Starters (Including Employees, Clergy and Volunteers)	33
Competence and Training	34
Consultation	34
Environment	35

Controlling Physical Hazards

Noise	36
Vibration	36
Moving and Handling Activities	37

Premises Management Arrangements

Premises Safety	38
Landlord Obligations	38
Safe Access and Egress	39
Safe Environment and Welfare Facilities	40
Smoke Free Environment	41
Safety of Plant and Work Equipment	41
Licensed Premises	42
Managing Asbestos	43
Electrical Safety	44
- Third party electrical equipment	45
Lifting Operations and Lifting Equipment	45
Management of Water Hygiene and Legionella	46
Heating Equipment	46
Cemetery and Burial Sites	47
Control of Contractors, Building, Repair and Maintenance Work	47
Night Shelters	48

Fire Safety Arrangements

Fire Safety Arrangements	59
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Section 4 - Risk Management and Performance Measurement

Risk Identification	50
Risk Assessment	50
Measuring Performance	51
Health and Safety Audit	52

Appendices

Appendix 1 - Diocesan Health and Safety Organisation and Responsibilities Organogram	53
Appendix 2 - Accident and Incident Reporting Flowchart	54
Appendix 3 - Incident, Accident and Near Miss Report Form	55
Appendix 4 - Glossary of Terms	60

Bishop's Foreword

My dear brothers and sisters in Christ,

The Church in our Diocese is sustained and enlivened by the hard work, dedication and devotion of clergy, lay people and an increasing number of paid employees and volunteers. In worshipping together, celebrating the sacraments and by carrying out a diverse range of pastoral and practical activities, we seek to follow the teaching of Jesus Christ to become more fully missionary disciples.

Keeping each other safe, when we meet to pray and carry out our ministry and pastoral work, is an essential part of the Church's mission. While the actions and activities that we undertake are not without some risk, we can each seek to ensure that we are better informed about and considerate of the risks we may encounter in our activities and take measures to minimise them. This policy document, and the accompanying organisation and arrangements sections, describe in detail what is expected of all of us, clergy, managers, employees and volunteers. We each have an important responsibility for our own safety and those entrusted to our care. As the Bishop I recognise this and accept my responsibility to provide clear leadership with the Trustees in relation to Health and Safety. The task of establishing this culture is not easy. We will all need to work together in collaboration to seek to achieve good health and safety practices that comply with legislation and are appropriate in the context of the Church.

I commend this new Health and Safety Policy for our Diocese to you and encourage you to read and follow closely the provisions that have been put in place.

'Stay with us, Lord, on our journey'.

Yours devotedly,

A handwritten signature in dark ink, appearing to read "John", with a small cross or plus sign to the left of the first letter.

+ John Arnold

Bishop of Salford and Chair of Trustees

General Information

Introduction

The Diocese of Salford ('the Diocese') recognises its legal obligations under the Health and Safety at Work etc. Act 1974, to ensure the health, safety, and welfare of its employees, clergy, volunteers, and all those affected by the practice of the Catholic Faith within the diocese and our other pastoral and social activities, so far as is reasonably practicable.

This Health and Safety Policy outlines the principles and arrangements by which the Diocese base both their commitment to Health and Safety and their compliance with legislation. The Diocese is committed to seeking to ensure the development of a positive culture regarding health, safety and wellbeing by integrating awareness of health and safety requirements into everyday work and faith activities, and management systems. To this end, every individual trustee, employee, clergy, volunteer, lay person, visitor or contractor must take care of their own health and safety; and take due consideration for the health and safety of others.

Purpose

This Health and Safety Policy is designed to meet the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974, and Regulation 5 of the Management of Health and Safety at Work Regulations 1999.

Scope

This Health and Safety Policy applies to all employees (either a permanent, fixed term or temporary post), clergy, volunteers, agency staff, contractors employed by the Diocese, either directly or indirectly, and to any other person or organisation which uses the Dioceses services or premises for any purpose.

This Policy applies throughout the Diocese including:

- Diocesan Controlled Offices and Premises (i.e. Cathedral Centre / House, Wardley Hall, St Mary's and St Joseph's Cemeteries etc.);
- Parishes including churches, chapels, presbyteries, parish halls/centres, and associated land;
- Diocesan chaplaincies e.g. university chaplaincies. (This excludes chaplaincies within prisons, hospitals, schools, see below);
- Residential properties, and other rented property;
- St John Vianney non-maintained special school, Stretford;
- Pre-schools operated directly by the Diocese of Salford.

While the land and buildings for Voluntary Aided Schools within the Diocese are owned by the Diocese of Salford, the Governing Body is the employer and operates the school. In Academies, the Academy Trust operates the school. Education legislation therefore places the responsibility

on the governors or Academy Trustees for the health and safety arrangements in schools¹. Each governing body/academy trust must put in place policies and arrangements for their schools.

Health and Safety Management System

The Health and Safety Management System (HSMS) forms part of the Diocese's overall management system. It provides structured arrangements to reduce health and safety risks associated with the Diocese's activities, thereby meeting the requirements of the Health and Safety at Work etc. Act 1974 and associated legislation.

The HSMS has been designed primarily to be appropriate to the scope and scale of risk associated with our activities. The framework of documents comprises of four sections:

- Section 1 - General Statement of Policy - signed by the Bishop, confirms the Trustees commitment towards Health, Safety and Welfare within the diocese;
- Section 2 - Organisational Responsibilities - this section contains details of roles and responsibilities for the management of Health and Safety throughout the diocese;
- Section 3 - Arrangements to deliver this policy - this section has been developed to support this Policy; they will specify the standards and requirements that will be established, in order that the commitments made in this Health and Safety policy are met;
- Section 4 - Risk Management and Performance Monitoring and Review

Dissemination and Implementation

For health and safety management to be effective within the Diocese, this policy has to become a living document and a natural part of everyday working practice.

A structured and supportive approach for the implementation of this policy will demonstrate the commitment that all employees, clergy and volunteers are taking positive steps and working in partnership with each other and stakeholders to provide a positive health and safety culture within the Diocese.

To achieve this, the Health and Safety Policy will be;

- Approved by the Diocesan Finance Committee and reviewed every 2 years;
- Circulated to all Clergy, Employees and Volunteers with specific responsibilities detailed in the document;
- Available to all stakeholders on request (in an appropriate format);

¹ Health and Safety Executive (2019) - <http://www.hse.gov.uk/services/education/faqs.htm>

Advice, Information and Guidance

For further Advice, Information or Guidance on Health and Safety or Statutory Compliance this can be obtained by contacting any of the following:

Diocesan Health and Safety Coordinator;

Email: safety@dioceseofsalford.org.uk

Telephone: 0161 817 2216

Diocesan Property Office

Email: pims@dioceseofsalford.org.uk

Telephone: 0161 817 2203

Director of Administration and Personnel

Email: administration@dioceseofsalford.org.uk

Telephone: 0161 817 2203

Office of the Vicars General for the Moderator of the Curia / Pastoral Care of the Clergy

Email: vicargeneral@dioceseofsalford.org.uk

Telephone: 0161 817 2203

Section 1 - General Statement Health and Safety Policy



General Statement Health and Safety Policy

We, the Trustees of the Diocese of Salford, acknowledge our duty to ensure, so far as is reasonably practicable, the health, safety and welfare of everyone who is affected by the way we undertake the activities of the Church in this Diocese.

Our policy refers to clergy, employees, volunteers, members of the congregation, visitors or contractors, and anyone else who may come into contact with the Diocese of Salford and its activities.

It is the duty and policy of the Diocese to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health. To this end it will ensure a health and safety management system is available to fulfil this policy.

This policy applies to all places of worship, properties, estates and activities under the civil control of the Diocese of Salford and is available to interested parties upon request.

The Diocese will comply with all necessary legal requirements including the Health and Safety at Work Act 1974, all its relevant provisions and approved codes of practice in all areas of its work. In particular the Diocese is committed to preventing injury and ill-health, and to ongoing improvement in occupational health and safety and performance.

The Diocese of Salford will so far as is reasonably practicable;

- Ensure that individuals are aware of their obligation to co-operate with the Diocese to achieve their duties, obligations and statutory requirements;
- Ensure the environment is safe for all clergy, employees, volunteers, members of the congregation, visitors or contractors whenever they are on Diocesan premises, or while on Diocesan business;
- Provide information, instruction, training and supervision to enable clergy, employees and volunteers to perform their work and associated activities safely;

- Provide and maintain safe equipment as appropriate;
- Provide and maintain suitable welfare facilities for clergy, employees, volunteers, and members of the public;
- Maintain high standards of health and safety, and welfare in all activities;
- Provide a means of consultation on health and safety matters for all clergy, employees and volunteers;
- Monitor, maintain and amend as necessary all relevant policies, procedures and systems relating to the health, safety and welfare of clergy, employees and volunteers.

In return the Diocese requires all clergy, employees and volunteers to take reasonable care of themselves, and other people who may be affected by their acts or omissions while at work, and to abide by Diocesan Policies and Guidelines.

All Diocesan clergy, employees and volunteers shall receive a copy of this policy statement. Copies will also be displayed on appropriate notice boards (including electronic forums) throughout the Diocese.

The Diocese of Salford will periodically review this policy statement and the systems in place to ensure effectiveness.

Signed: John Arnold
+ John Arnold, Bishop of Salford and Chair of Trustees

Date: 12th December 2016

Section 2 – Organisational Roles and Responsibilities

Overview

Responsibility for health and safety is transmitted from the Diocesan Trustees (Referred to as 'Trustees' throughout) to each individual. Responsibilities are allocated based on the principle that you are responsible for the work under your control, for those working under your control and for the people who are affected by your work. Arrangements are in place to facilitate and support management in meeting their responsibilities.

This part of the policy allocates responsibilities to Parish Priests and others with management responsibility for staff 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.

The Diocesan Health and Safety Organisation and Responsibilities Organogram can be found at Appendix 1.

The Bishop and Trustees (The Employer and Responsible Person)

The Trustees, as the Employer and Responsible Person, have the ultimate responsibility for health and safety, and collectively its members will seek to ensure that the Diocese has the organisational arrangements and systems in place for health and safety to be successfully managed.

The Trustees recognise their responsibility to provide leadership in relation to the provision of health and safety management and the commitment and authority of the Trustees is documented in the Diocesan General Statement of Health and Safety Policy, which comprises a statement of intent signed by the Bishop of Salford, and Chair of Trustees.

The Trustees will, so far as is reasonably practicable: -

- Assume overall responsibility for health and safety performance and legal compliance, and for determining monitoring the effectiveness of its Health and Safety Policy;
- Ensure that Health and Safety is recognised as an integral part of the Diocese business performance;
- Provide a clear organisational structure for health and safety within the Diocese to facilitate the implementation of this Health and Safety Policy;
- Establish health and safety as a regular agenda item at meetings of the Trustees to enable them to be kept informed of relevant health and safety matters affecting the Diocese;
- Seek to ensure suitable and sufficient resources are made available for the implementation of this health and safety policy;

The Trustees have nominated their Finance Committee to have delegated authority to ensure the implementation of the Health and Safety Policy and Health and Safety Management System.

Core Responsibilities of the Finance Committee (The Appointed Person)

The Finance Committee is appointed by the Trustees to have responsibility for the leadership and development of Health and Safety Policy, Health and Safety Management Systems, and are accountable to the Trustees.

The Finance Committee assists, and advises the Trustees in the discharge of their health and safety responsibilities and seeks to:

- Ensure the Health and Safety Management System, comprising of Policies/Procedures, processes and guidance is implemented and maintain throughout the Diocese;
- Establish health and safety objectives and key performance indicators;
- Monitor the status of the health and safety provision throughout the Diocese and reporting to the Trustees regularly on significant health and safety matters and progress against objectives and programmes;
- Take all reasonable and practical steps to maintain a safe and healthy working environment throughout the Diocese which complies with statutory compliance;
- Ensure that all liability, embracing the statutory and business needs of the Diocese is covered by insurance;
- Establishing effective arrangements for consulting with employees, clergy and volunteers on health, safety and welfare issues;
- Establish and maintain an adequate system of training and communication for employees, clergy, parish volunteer property and safety representatives, and others to ensure that everyone has the necessary knowledge, skills and confidence to discharge appropriately their health and safety responsibilities.
- Ensure the provision of adequate resources (personnel, skills, organisational, infrastructure, technology and financial) are provided to meet health and safety requirements;

The Audit and Risk Committee

The Audit and Risk Committee has been established by the Trustees to seek to ensure the Diocese meets its risk management objectives and that action plans are in place to enable the Diocese to review, assess and limit risks of the Trustees including: reputational, financial, health and safety, and insurance risks, by ensuring the effectiveness of internal controls and management systems.

The Health and Safety Coordinator (Competent Person)

The Diocesan Health and Safety Coordinator has been appointed as the 'competent person' as defined in the Management of Health and Safety at Work Regulations 1999, for all matters of health and safety that directly affects the Diocese, its employees, clergy, and volunteers and non - employees. The line management of the Health and Safety Coordinator will be provided by the Director of Administration and Personnel.

The Diocesan Health and Safety Coordinator will seek to:

- Provide professional advice and information to the Diocese on health and safety responsibilities, legislation, and good practice;

- Develop and actively maintain a close working relationship with all those who have safety responsibilities at all levels within the organisation. In particular; trustees, clergy, managers, employees, volunteer parish property and safety representatives, other volunteers on all matters pertaining to health and safety at work;
- Review all new health and safety legislation, and guidance, and advise the appropriate committees, employees, and clergy on their responsibilities, the impact of any changes and additional measures that may need to be taken;
- Advise managers, clergy, volunteers on the health and safety implications of any unsatisfactory working conditions within the Diocese;
- Assist in the continuous development of a proactive approach to all health and safety matters that affect the Diocese and its undertakings;
- Advise and provide guidance to employees, clergy, and volunteer parish property and safety representatives on the undertaking of risk assessments in relation to their work activities;
- Coordinate the notification to the Health and Safety Executive (HSE), of any incident as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR);
- Coordinate the investigation of serious incidents, accidents, and monitor and report to the Finance Committee, information on accidents and incident statistics, trends and corrective actions taken;
- Monitor the status of the health and safety provision and performance throughout the Diocese by means of; Safety Toolbox online portal, management system, audits and inspections;
- Provide regular reports to the Trustees, Finance, Audit and Risk Committees as required, of health and safety compliance performance data;
- Liaise with the appropriate enforcing authorities (including the; HSE, Local and Fire Authorities etc.) on all matters concerning the health and safety of Diocesan employees, clergy, volunteers and premises.
- In conjunction with Clergy, Managers and Property Team monitor the health and safety standards of contractors working on behalf of the Diocese;
- Ensure health and safety policies, procedures and guidance are readily accessible to all Diocesan Employees, Clergy and Volunteers, and are kept up-to-date;
- Provide advice and assistance on health and safety related training requirements;

Responsibilities of Heads of Departments / Line Managers

All Heads of Departments / Line Managers (whether clergy or lay people) have a responsibility for seeking to ensure that health and safety is an integral part of the management process within their areas of responsibility. Heads of Departments / Line managers are responsible for implementing this health and safety policy and overseeing health and safety matters on a day to day basis within their departments/ services they manage. These responsibilities may include:

- Providing all employees and volunteer workers with the means to discuss health and safety issues e.g. regular meetings, informal conversations etc.;
- Ensuring all accidents, incidents and work-related ill-health of which they are made aware are reported in accordance with accident reporting process, and assisting the Health and Safety Co-ordinator with subsequent investigation;
- Assisting with the identification of the significant hazards associated with the activities of their department or service and implementing management and control measures identified by risk assessments;
- Ensuring that, where appropriate, safe systems of work and process are in place e.g. lone working, fire safety, first aid etc. Such processes are to be communicated to all relevant persons and to be subject to regular monitoring and review to ensure they remain appropriate and are followed;
- Advising the nominated person of any defect in their workplace of which they become aware in order that action can be taken to maintain a safe workplace;
- Assisting with the identification of any information, instruction, supervision, and training necessary to improve safety and ensuring that these are delivered to relevant personnel. This includes ensuring that safety induction training is provided to all new starters within their service or department.

Responsibility of Parish Priests

Under Canon Law, Parish Priests are the legal representatives of their Parishes, and have been designated by The Trustees with the responsibility for implementing this health and safety policy on a day to day basis within their parishes.

Parish Priests responsibilities includes:

- Adopting and encouraging by example, a culture within their parish which facilitates everyone affected by health and safety issues to participate in providing and maintaining a healthy and safety environment for all;
- Seeking to ensure the Parish Health, Safety Toolbox online portal account assigned to them is kept up to date including:
 - Having access to all profiles relating to their Parish Health Safety Toolbox online portal;
 - Safety Toolbox online portal Parish Set Up Questionnaires, are regularly reviewed to maintain an accurate identification of information and risk;
 - All Statutory Inspection, Test and Maintenance requirements are kept up to date in line with the review frequencies described on their Safety Toolbox online portal;
 - Risk assessments are completed, and regularly reviewed in line with review frequencies described on the Safety Toolbox online portal OR when a significant change occurs impacting the accuracy of the previous assessment e.g. change in occupancy, activities carried out, layout of premises;

- All Tasks arising from any inspection, test and maintenance checks, and from risk assessment are followed up in a timely manner and progress is recorded to provide an audit trail to completion or closing;
- Seeking to appoint a Volunteer Parish Property Health and Safety Representative(s) to assist them with health and safety matters, and inform the Diocesan Health and Safety Coordinator of who those persons are or advise where no such appointment can be made;
- Assist in providing or sourcing the Volunteer Parish Property Health and Safety Representative(s) with adequate information, and where necessary, training to enable them to carry out their role effectively;
- Managing the appointment of competent contractors in line with this Health and Safety Policy to avoid additional risk to paid or volunteer workers, persons hiring Parish facilities, visitors and members of the public and to the contractor and the contractor's personnel;
- Ensuring that all property within their control which is rented, leased or licenced to a third party whether or not for financial consideration, is reported to the Diocesan Property Office and to cooperate with Diocesan requirements in respect of the management of such property;
- Making local arrangements for emergency procedures including: Fire, first aid, and Accident reporting in line with Diocesan requirements, including reporting any accidents, incidents that may arise to themselves (See Arrangements Section: Accident Reporting);
- Establishing a practical and effective means for people to report health and safety concerns e.g. defective equipment, defective premises and establishing procedures for complaints, security incidents and other emergencies and communicating these to relevant persons;
- Seeking the advice of the Diocesan Health and Safety Coordinator on health and safety matters of which they are unsure or where they are advised of a need to obtain competent advice;

Responsibility of Deans

Deans will be encouraged to assist with the communication of health and safety information and priorities between the Diocesan Health and Safety Coordinator, Property Office and the parishes within their deanery. Examples may include:

- Advising where they become aware that a parish is struggling to manage their health and safety and may require additional support from the Diocese;
- Advising where they become aware of a serious accident or incident having occurred in a parish which may not have been reported to the Diocesan Health and Safety Coordinator (See Arrangements Section: Accident Reporting);
- Communicating any concerns about the health, safety and welfare of clergy within their deaneries to the Bishop and Vicars General as appropriate;

- Communicating health and safety notifications such as changes or clarification on policies or procedures in the Diocese;
- Providing feedback on barriers or facilitators to health and safety management in their deaneries e.g. difficulties or limitations with software or training needs as well as resources which work well.

Responsibility of the Property Office

The Property Office will seek to:

- Ensure that this Health and Safety Policy is applied to all work undertaken by appointed design consultants, principal designers, contractors, subcontractors and suppliers, as is appropriate;
- Ensure that relevant Health and Safety requirements are properly discharged in respect of building and maintenance work e.g. Construction (Design and Management) Regulations 2015 (CDM15);
- Actively contribute to the overall statutory compliance within the Diocese by co-ordinating the work of contractors to ensure compliance and prioritising all statutory compliance work accordingly;
- Coordinate the management for all Diocesan vacant properties;
- Provide support to Parish Priests who are responsible for vacant parish properties;

Responsibility of Employees, Clergy, and Volunteers Workers

All Employees, Clergy, Volunteer Workers of the Diocese have a duty to co-operate with this Health and Safety Policy including:

- To read and understand the information contained within this Health and Safety Policy;
- Understand their responsibilities in regard to health and safety;
- Only operate within the limits of their competence;
- Work in a safe manner at all times, follow procedures that are in place, and take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions;
- Ensure they familiarise themselves with any emergency procedures which may apply to their place of work or premises they may be visiting i.e. Fire, First Aid, Security;
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety;
- Report all accidents, dangerous occurrences or ill-health they believe to be related to the work they undertake for the Diocese to either: their line manager, Parish Priest, Health and Safety Co-ordinator or Vicar General as appropriate;

- Only use plant and equipment with which they are familiar or if necessary have received training in the use of or for which they have been authorised.

Employees, Clergy, Volunteers also have a responsibility for bringing to the immediate attention of their Line Manager / Parish Priest / Health and Safety Co-ordinator / Vicar General any failings that could be detrimental to themselves and others, including non-employees.

Volunteer Parish Property and Safety Representatives

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

The voluntary role may include the following:

- Encouraging by example, a positive approach to health and safety.
- Supporting the parish priest in carrying out his responsibilities for health and safety;
- Act as a liaison between the Health and Safety Co-ordinator and Diocesan Property Office;
- Ensuring serious accidents and potentially serious non-injury incidents are reported to the Health and Safety Co-ordinator at the earliest opportunity (See Arrangements section: Accident and Incident Reporting)
- Report any health and safety concerns to the Parish Priest and, or the Health and Safety Co-ordinator or Property Manager;
- Assisting with the co - ordination of any routine inspection and maintenance by providing access to competent contractors or helping to arrange access to support the parish priest;
- Assisting their parish priest and the Diocese by maintaining records of all such tests and inspections including the inclusion of information on the Safety Toolbox online portal;
- Assist their parish priest to implement the findings of risk assessments, property surveys and statutory inspections;
- Familiarise themselves with the role, taking part in training provided by the Diocese and acting at all times within the terms of reference for the role and referring matters of which they are unsure or where directed to seek competent advice to their Parish Priest, the Diocesan Property Office or the Health and Safety Coordinator.

Responsibility of all Contractors

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

All contractors, including the self-employed must:

- Be competent, with the appropriate level of knowledge, skills and experience to carry out the works that they have been asked to do;

- Take reasonable care of their own safety and of others affected by their actions;
- Understand and observe all emergency procedures applicable to the premises or area which they are working;
- Submit any relevant health and safety documentation (i.e. health and safety policy, risk assessments and safe system of works and relevant insurance policies) to the appointed person commissioning the works for approval prior to commencing work;
- Comply with all the requirements of this health and safety policy and co-operate with the engaging party or their authorised delegate(s) in providing an environment in which people can safely use the premises in which the work is being carried out whether at work or otherwise;
- Not commence work until they have received a safety induction specific to the premises where they are working and given by an authorised person e.g. Premises Responsible Person, Parish Priest or his authorised delegate;
- Not undertake any unauthorised building or maintenance work and avoid improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others;
- Ensure that any plant, machinery or tools and equipment brought onto diocesan / parish premises has been inspected and tested to ensure its safe operation,
- Not use any sub-contractors or persons other than their own direct employees without the express permission of the person who appointed them to carry out the work. However, responsibility will remain with the contractors;
- Conduct themselves in a manner which is sympathetic to the environment they are working;
- Report all serious accidents or near misses to the premises responsible person whether an injury is sustained or not, especially those which are the result of a potential failure of something for which the Diocese may be responsible for e.g. exposure to asbestos, poor edge protection, etc.

Responsibility of Individuals or Groups who Hire Diocesan or Parish Premises

Anyone hiring diocesan / parish premises e.g. the Parish Hall, which is not for diocesan / parish use, whether for a financial consideration or not must seek to ensure:

- They Co-operate with the terms and conditions expressed by the person in control of the hired premises e.g. the Parish Priest and documented in hire agreements (available via Safety Toolbox portal)
- Report any accident or unsafe condition of which they become aware during the course of their hire to the person in charge or as instructed within the terms and conditions of hire;
- They are familiar with any emergency procedures applicable to the premises they are hiring and have made suitable provisions to implement these. Hirers should undertake their own

risk assessments for general usage and fire;

- They are aware that they are responsible for any loss or damage they cause while using diocesan / parish premises. (Private hirers may wish to obtain their own public indemnity insurance cover to protect against costs incurred in the event of loss or damage).
- Commercial hirers must ensure they have public indemnity insurance with a minimum limit of indemnity of £5 million for themselves or for anyone they have engaged to provide a service to them. Proof of insurance should be given to the diocese / parish before confirmation of hire is signed;
- Their activities are in sympathy and respectful of the teachings of the Catholic Church and will not cause offence.

Multi Academy Trusts and Diocesan Schools

In Voluntary Aided and Academy Schools within the Diocese of Salford Governors or Directors are the employer and therefore the 'responsible person' in respect of health and safety matters. This includes their responsibilities to:

- Establish health and safety policies and procedures;
- Identify and manage risks in their schools
- Monitor and review of health and safety performance in their school;
- Provide and maintain premises, plant and equipment.

The Diocese is committed to working with school governing bodies and academy directors to seek to ensure staff and pupils are in a safe environment to learn and develop. It is the responsibility of individual governing bodies / academy directors to identify and highlight repair and maintenance issues requiring funding under the capital repairs and maintenance programmes co-ordinated on behalf of schools through the Diocesan Property Office. The Property Office will seek to prioritise and allocate resources on the basis of health, safety and security risks.

Section 3 - Arrangements for Health and Safety

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

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

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

General Health and Safety Arrangements

Accident and Incident Reporting and Investigation

It is our policy to actively encourage the recording of all accidents (whether an injury has occurred or not), work related ill-health, dangerous occurrences or near misses however minor which happen to any Diocesan employee, clergy, volunteers, lay people and all others affected by the practice of the Catholic Faith within the diocese and our other pastoral and social activities. Investigating the immediate and underlying causes of accidents and incidents, and ensuring remedial action is taken will help reduce the risk of a recurrence and the frequency of accidents. The Diocese also has a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain types of accidents and incidents to the enforcing authorities within legally defined timescales.

Serious Accidents and Non - Injury Incidents

- **Serious Accidents** - These can be defined as accidents resulting in serious injury requiring hospital treatment i.e. fractures, burns, lacerations requiring stitching, more than 7 days off work;
- **Serious Non - Injury Incidents** - These are defined as incidents which could have resulted in loss of life, a serious injury or extensive damage to property i.e. Fire, Gas Leak, Collapse of scaffolding.

All Serious accidents and serious non-injury incidents must be reported to the Health and Safety Coordinator (contact details below) as soon as possible, who will coordinate any appropriate further action;

Telephone: 0161 817 2216

Email: safety@dioceseofsalford.org.uk

Out of hours: 0161-817 2222 (Out of hour's answering service. Please leave a message and a duty officer will telephone you back)

At the earliest opportunity as much detail of the accident/ incident should be recorded on the Accident and Near Miss Report Form any witness statements, photographic evidence etc. If applicable, every effort must be made to secure the scene until advised by the Health and Safety Coordinator. However, the primary concern must always be to ensure any injured persons are safe and receiving any necessary medical assistance and that the premises are made safe to avoid further accidents/ incidents.

All completed report forms are to be return to the Health and Safety Coordinator (see address below) who will record, review all accidents, incidents and near misses to ascertain the nature of incidents, and ensure that adequate records are being maintained, and that remedial action has taken place.

Email: safety@dioceseofsalford.org.uk

Post: Department of Administration and Personnel, Cathedral Centre, 3 Ford Street, Salford, M3 6DP

Any instances of ill-health reported in connection with work activities e.g. skin complaints believed to be as a result of using cleaning products at work, or back strain from lifting heavy objects should be reported as soon as possible to the Health and Safety Coordinator who will coordinate further action.

Where an accident / incident falls under a category within RIDDOR, the Health and Safety Coordinator will be responsible for notify the HSE's Contact Centre in accordance with RIDDOR reporting procedure.

All reporting forms and associated information will be held securely by the Diocesan Department of Finance and Administration and Personnel for the purpose of monitoring health and safety and will only be disclosed to persons or organisations able to demonstrate a legal right to the data therein. All records will be retained for 3 years from the date of the incident.

Refer to Appendix 2 - Accident and Incident Flow chart. More information is also available in the First aid and Accident Reporting section of the SafetyToolbox Online Resource Library.

First Aid Arrangements

We will seek to ensure that there are adequate first aid provisions in place for all employees, clergy and volunteers who may become ill or are injured at work as required under the Health and Safety (First Aid) Regulations 1981 (as amended).

Persons in control of our Premises or Activities are to seek to ensure that they:

- Carry out a premises, personnel and activities first aid needs assessment to determine that the minimum required first aid requirements are provide i.e. First Aiders and First Aid Equipment;
- Review first aid arrangements regularly and update these arrangements where appropriate;
- Provide Suitable First Aid Equipment i.e. First Aid Kit, Eye Wash Stations, Burns First Aid Kit;

- Lotions, creams, tablets and other items which could be regarded as a medicine must NOT be included in first aid boxes provided for use by paid or volunteer workers or members of the public.
- Training of First Aid personnel will be coordinated via the Diocesan Health and Safety Coordinator;
- All personnel are informed of first aid arrangements including: First Aiders, location of equipment and facilities.

Where necessary, a portable first aid kit should be supplied for lone workers or employees, volunteers, and others carrying out potentially dangerous tasks.

While we recognise that it is not a legal requirement that we make provision within our first aid arrangements for persons other than our employees, clergy and volunteer, we will seek to provide first aid equipment in most of our churches and church halls and at other Diocesan services. We rely on the good will of volunteers to provide first aid treatment (as appropriate) at our services and other activities.

For more information about first aid refer to the First Aid and Accident Reporting section of the Safety Toolbox Resource Library

Management of Slips, Trips and Falls

We seek to ensure, so far as is reasonably practicable, that all floor or ground surfaces are fit for purpose and maintained to minimise the risk of slips and trips.

We encourage the regular review of diocesan / parish premises for any slip, trip and fall hazards and for those in control of our premises to take appropriate remedial action to resolve any issues identified.

The prevention of slip and trip accidents on our premises relies on the involvement of all personnel and everyone is encouraged to deal with hazards when noticed. Personnel are reminded of the importance of storing equipment in designated locations and in particular keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot personally resolve.

Storage areas should be of sufficient capacity, well managed and under the control of an identified person.

Cleaning regimes should be designed to control the build-up of dust, grease and other slip hazards, with all hard flooring cleaned regularly. If there is a spillage, local personnel are encouraged to ensure that it is cleaned up promptly and any wet floor is clearly highlighted.

Except in cases of necessity, wet floor cleaning should be restricted to times outside normal operating hours or when occupancy is low. Suitable warning should be given where floors remain wet after cleaning or as a result of other causes such as wet weather e.g. wet floor signs, positioning of personnel to provide warning etc.

Waste should be removed regularly to ensure that it does not accumulate and cause a trip hazard.

Personnel are encouraged to wear sensible footwear on our premises taking account of the activity in which they are involved, the conditions etc.

Persons in control of our premises are encouraged to establish local arrangements for dealing with adverse weather conditions i.e. ice, snow, and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

For more information about managing slip and trip hazards refer to the Safe Access and Egress section of the SafetyToolbox Online Resource Library

Management of Display Screen Equipment

For the purposes of this document we define display screen equipment as a device or equipment that has an alphanumeric or graphic display screen and includes both conventional display screens and those used in emerging technologies such as laptops, touch screens etc.

We recognise that the incorrect use of display screen equipment can impact on the health and wellbeing of the user. We will seek to take reasonable steps to secure the health and safety of employees, clergy, and volunteers who work with display screen equipment.

To achieve this, we will seek to:

- Raise awareness of work-related ill-health associated with Display Screen Equipment;
- Encourage users to assess their workstation and report problems in order to seek an individual solution as far as is reasonably practicable to do;
- Implement suitable measures to remedy any risks found as a result of the assessment;
- Provide 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;
- Make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment.

For more information about display screen equipment refer to the Office section of the SafetyToolbox Resource Library

Working at Height

Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance likely to cause personal injury (for example: from a ladder or flat roof, through a fragile roof). There is no longer a stated height at which specific measures must be taken to control risks; a risk-based approach must be adopted for all height work.

The Responsible Person for the premises or activity is to seek to ensure:

- Working at height, where possible is avoided, and consideration should be given first to using suitable access equipment from ground level;
- Where work at height cannot be avoided, an assessment of risk must be carried out and suitable controls implemented to prevent falls;
- Where ladders and steps are to be used it should be for light work, not over 2 meters and for short duration only;
- Those working at height are to be adequately trained, fit and competent to do so, or are supervised by someone who is competent. This is likely to require engaging competent contractors where competence is not available 'in house';
- Persons working by themselves should **NOT** be permitted to carry out work from height;
- All work at height equipment owned by the Diocesan/Parish is checked before use, and inspected routinely at least once a year i.e. ladders (including fixed ladders), stepladders, hop - ups etc. Records of inspections equipment are to be recorded on the premises Safety Toolbox online portal;
- Any work at height equipment found to be unsuitable is to be taken out of use and either repaired or destroyed;

To find out more about information regarding working at height refer to the Work at Height section of the Safety Toolbox Online Resource Library

Personal Protective Equipment (PPE)

PPE is defined as 'all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work, and which protects the wearer against one or more risks to their health or safety, and any addition or accessory designed to meet that objective', e.g. safety helmets, gloves, eye protection, high visibility clothing and safety footwear.

Taking account of what we know about our normal day to day activities, the activities likely to necessitate our clergy, paid or volunteer workers to use PPE is mainly restricted to cleaning and maintenance tasks. The type of PPE required tends to be limited to simple items such as gloves, glasses, footwear, high visibility clothing and ear defenders.

We encourage the responsible person to be aware of the activities being undertaken in and around the premises or activities for which they are responsible, and to provide suitable and sufficient PPE where there is no reasonable alternative in order to protect persons from exposure to a hazard. Such equipment is to be provided at no charge to those needing to use it.

For more information on PPE refer to the PPE section in the Safety Toolbox Online Resource Library

Hazardous Substances (COSHH)

We recognise that hazardous, and dangerous substances may be present, stored and used on our premises including cleaning substances, glues, paints, sealants and resins.

The activities undertaken on our premises may also generate hazardous or dangerous substances such as during building and maintenance work, though not normally by activities undertaken by our employees, clergy or volunteer workers.

We will endeavour, wherever possible, only to use substances classified as non-hazardous. Where this is not possible and a hazardous substance cannot be substituted, the person responsible for the activity is to seek to ensure the following controls are established:

- A COSHH assessment of the hazards and risks, and the implementation of suitable and sufficient control measures to reduce these, is prepared using the Harmful Substances section on the Safety Toolbox online portal;
- Users work to any safe systems of work that are in place and follow control measures given in the COSHH Assessment Form;
- Where necessary the user wears any supplied PPE for the task;
- **DO NOT USE** any hazardous substance for anything other than its intended use;
- All substances that have the potential to cause harm to health must be stored safely and securely and with regards to the suppliers' recommendations;
- Ensure that all users are relevantly trained in all areas mentioned above.

For more information about hazardous substances refer to the Harmful Substances section of the Safety Toolbox Online Resource Library

Safety Signs

We will seek to ensure that health and safety signs are in place to warn personnel of any specific hazards and risks.

Persons in control of our premises are to ensure all health and safety signs are maintained after they are put in place, and the signs that are damaged or deformed must be replaced immediately or it may reduce their effectiveness. If the risk is considered insignificant, there may be no need to provide signage.

Children and Young People at Work

For the purposes of this policy definitions of young people and children by age are:

- A **young person** is anyone under 18 and;
- A **child** is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16

We recognise that children and young people may be at increased risk in the workplace due to their immaturity, lack of experience and being unaware of existing or potential risks. We also

recognise that persons over 18 years who are new to the world of work may be similarly vulnerable. In all cases, the health, safety and well-being of young workers or inexperienced workers should be managed on a case by case basis.

Where young people/children are involved in work experience/or are employed, compliance with applicable employment and working hours legislation must be followed.

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

In the case of employment or work experience of children, the Director of Administration and Personnel is to be contacted, and any significant findings of risk assessment must be shared with their parent or legal guardian, school or college prior to the placement/work starting.

For more information about managing the health and safety issues around events and activities involving children, young people and vulnerable adults refer to the Events and the Youth Activities sections of the SafetyToolbox Online Resource Library

Safeguarding of Children, Young People and Vulnerable Adults

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

The Diocese has a Safeguarding Team who, with the individual Parish Safeguarding Representatives, manage and promote the safeguarding of children, young adults and vulnerable adults within the Diocese.

For further information on all safeguarding matter, please contact the safeguarding office on 0161-817 2206

For more information about managing the health and safety issues around events and activities involving children, young people and vulnerable adults refer to the Events and the Youth Activities sections of the SafetyToolbox Online Resource Library and resources on the Diocesan website <https://www.dioceseofsalford.org.uk/>

Expectant and New Mothers

We are committed to seeking to protect the health and safety of women of childbearing age and new or expectant mothers. We do not equate pregnancy with ill health, but we recognise that the potential health and safety implications must be addressed.

Upon receipt of written notification that an employee or volunteer worker is pregnant, in consultation with the Director of Administration and Personnel and Health and Safety Coordinator, Line Managers / Parish Priests are to seek to ensure that the work tasks carried out by the pregnant worker/ new mother are reviewed in the light of their condition and suitable adjustments made

to maintain their health and safety and that of their unborn child. Where there is significant risk, these considerations will be documented in the form of a risk assessment.

Employees and other persons affected will be made aware of the results of risk assessments so that new or expectant mothers are not put at risk of injury or ill-health from any foreseeable hazard.

For more information about managing the health and safety of pregnant workers refer to the Pregnant Workers section of the Safety Toolbox Online Resource Library

Disabled Persons

For the purposes of this document, our definition of disability is taken from the Equality Act, 2010 where a person has a physical or mental impairment that has a 'substantial' and 'long term' negative effect on their ability to carry out normal daily activities.

We recognise that disability need not be a barrier to contributing to the activities of the Diocese. We are committed to the inclusion of disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.

In the case of individual employees, clergy or volunteer workers, their needs should be dealt with locally and involve discussion with the individual concerned on a case by case basis to facilitate agreement of a practical solution to maintaining their health, safety and well-being and to avoid endangering others who might be affected.

We also recognise that there are occasions when people are temporarily disabled, for example following an accident or illness. Persons suffering temporary disablement should be encouraged to continue to work or participate in the activities of their parish or the Diocese as far as they feel able. Reasonable and practical measures should be taken to accommodate this aim.

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

For more information about issues associated with disability refer to the Vulnerable Groups section of the Safety Toolbox Online Resource Library.

Occupational Road Safety

We recognise that there are occasions where an individual's work duties necessitate the use of a motor vehicle for example, members of the clergy visiting parishioners at home or Diocesan staff carrying out site visits e.g. to attend meetings, inspect planned or ongoing construction or repair work, etc.

For the purposes of this document we define driving for work as that which is required in order for the individual to carry out their work. We do not mean commuting or choosing to drive where other forms of travel could be used or where the task could be completed another way.

Everyone who uses the public highway has a duty to comply with road traffic legislation, and we recognise that we have some responsibilities as an employer to take practical and proportionate measures to keep workers involved in this activity safe.

Paid and volunteer workers, required to undertake driving activities in pursuit of their work may be asked to provide evidence of their qualification and fitness to drive as well as evidence that the vehicle they use is fit for purpose and road worthy.

We seek to avoid putting drivers under excessive pressure such as might reasonably contribute to a road traffic accident e.g. avoid imposing unrealistic deadlines for completing journeys and not distracting drivers from the road by unnecessary contact with the office i.e. use of mobile phones while driving.

We encourage drivers to join a vehicle road side assistance scheme whether or not they need to drive as part of their work.

Matters relating to work related driving and the clergy will be dealt with by the Vicar General responsible for the welfare of clergy or the Bishop.

For more information about driving for work refer to the Driving for Work section of the Safety Toolbox Online Resource Library

Drugs and Alcohol

The misuse of drugs and alcohol is likely to significantly affect an individual's performance, conduct and relationships.

We are committed to seeking to provide a safe environment for all people who work at or use our premises and participate in our activities and regard the inappropriate consumption of alcohol and illegal use of drugs to be in conflict with this aim.

- Alcohol - Employees and volunteers must not drink alcohol on Diocesan / Parish premises during working hours without the express permission from a senior manager or their parish priest. Any employee who is found consuming alcohol on the Diocesan / parish premises without permission or is found to be intoxicated at work may face disciplinary action on the ground of gross misconduct under the disciplinary procedures;
- Drugs and medication - The possession, use or distribution of drugs for non-medicinal purposes by employees, clergy or volunteers on the diocesan or parish premises is strictly forbidden and a gross misconduct offence.

We encourage all personnel who have been prescribed medication by a healthcare professional for which they have been advised it may affect your ability to perform their work duties, to discuss this with your line manager, parish priest or Vicar General.

Food Safety

We seek to follow good hygiene practice governing the preparation, storage and service of foodstuffs.

We seek to ensure that all food handlers who regularly provide a food service at our premises have access to appropriate information, instruction, supervision and training on safe food handling.

We encourage parishes to assist with the implementation of good hygiene practices among food handlers, providing appropriate information, instruction, supervision and where necessary formal training depending on the nature of the food preparation activity. Other Diocesan facilities are responsible for ensuring they meet their statutory obligations with regard to food hygiene.

We seek to ensure that an appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

We do not guarantee that food provided on diocesan / parish premises for consumption by employees, clergy, or volunteer workers or members of the public is suitable for people with food allergies or intolerances. Persons with food allergies or intolerances must make their own judgement based on their understanding of their condition.

Kitchen furniture and equipment should be fit for purpose, kept clean and well maintained.

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

For more information about food safety refer to the Food Safety section of the Safety Toolbox Online Resource Library

Events

The organisation of events for pastoral, social and fundraising purposes has long history in our diocese and a very successful part of the life of the Church. We recognise our responsibility under the Health and Safety at Work etc. Act 1974 (and associated regulations), for ensuring, so far as is reasonably practicable, the health, safety and welfare of all persons involved in any planned diocesan / parish event.

For the purposes of these guidelines, events are defined as activities other than church services, which might involve larger than usual numbers, admission to members of the public and may include:

- Fundraising Events: i.e. Summer or Christmas fete / fairs, jumble sales, quiz nights etc.;
- Processions: Organising or Attending;
- Visits - Local or National events (attending);
- Pilgrimages; Local, National, Overseas;
- Residential Events; Organising or Attending
- Exhibitions / Open Days

The responsibility of the event organiser/s is to ensure safety is just as relevant for smaller events, as it is for medium to large scale events.

Event organisers are to seek to consider the following when planning an event:

- Planning - The level of detail in your planning should be proportionate to the scale of the event and the degree of risk;
- Health and Safety Management Arrangements - Whatever the scale of the event, make sure there is a clear understanding within the organising team of who will be responsible for safety matters etc.;
- Liaising with Others - Liaise with the venue owner / management, emergency services and, where appropriate, local authority;
- Selecting Contractors - When selecting and appointing contractors, consider their suitability and competence for providing a safe and reliable service
- Providing Appropriate Facilities -including welfare, first aid, parking etc.;
- Emergency Plan - Ensure a plan is in place for any possible emergencies or incidents.
- Consultation - Where applicable consultation may be required with the Department for Finance and Administration / Health and Safety Co-ordinator, Diocesan Safeguarding Office, Local Authorities, Police, Neighbours etc. to ensure suitable arrangements are in place.
- Insurance - ensuring sufficient arrangements are in place.

A risk assessment should be developed for the event, coordinated by a designated person or team and this should be regularly reviewed to ensure it remains accurate and up to date. Parishes are encouraged to use the Safety Toolbox online portal Event Manager to assist with their event risk management which covers all types of events listed above.

Health and safety issues are integral to the planning and delivery of events organised by the Diocese. This includes regular liaison with our Health and Safety Coordinator.

Overseas Work

We will seek to take all reasonable steps necessary to ensure that the risk of any Diocesan personnel travelling for work overseas is reduced to a minimum.

Any Diocesan personnel travelling for work overseas should seek advice from the Department of Finance and Administration (for insurance, Health and Safety Requirements etc.) and their GP / Nurse on suitable medications and vaccinations required 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 specific precautions that should be taken.

For more information about running events refer to the Events section of the Safety Toolbox Resource Library

Working Alone

The Health and Safety Executive (HSE) defines lone workers as ‘those who work by themselves without close or direct supervision.’ Lone working may occur when employees, clergy or volunteer workers are working alone in our premises, working in the premises before or after normal hours and when working away from the main work site i.e. home visits

It is our policy to seek to avoid the need for lone working as far as is reasonably practicable. However, we recognise that there are times when this may be unavoidable. Line managers and Clergy responsible for personnel carrying out lone working duties are to ensure that local safety procedures are established and communicated to those involved in order to minimise the risks.

Safety Procedures can include:

- Not working alone unless authorised to do so;
- Ensuring a Lone Worker Assessment has been completed via the Safety Toolbox online portal;
- Not undertaking any task that might put the person in harm’s way;
- Understand the task and establishing an emergency protocol;
- Establish ‘check in’ arrangements with someone so the alarm can be raised if necessary;
- Not to work alone if they feel uncomfortable about it or if you don’t feel safe.

Contractors who undertake work on our premises are responsible for their own lone working arrangements but in any case, may not commence work without the authority of the person in control of the premises at which they are working.

For more information about working alone refer to the Vulnerable Groups section of the Safety Toolbox Online Resource Library

Personal Safety (Also see Working Alone above)

Violence at work is defined by the Health and Safety Executive as ‘Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment’.

We recognise that our employees, clergy, and volunteer workers may be at risk of violence or harassment from non-employees because they are involved in activities such as:

- Working with individuals who have known risks e.g. persons with mental health issues or substances misuse i.e. alcohol or drugs;
- Travelling between work locations;
- Carrying equipment, confidential information or involved in the counting or transporting of money;
- Working alone in their work place or working away from their principal work base.

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

assistance.

Responsible persons are encouraged to raise awareness to the hazards and risks to themselves and their paid and volunteer workers and establish practical and proportionate measures to control these hazards and risks.

For example, persons at risk should:

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

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

- Understand the importance of ensuring the hazards and risks are correctly evaluated;
- Obtain professional advice and assistance where they cannot reasonably manage problems within the limits of their own resources;
- Understand the practical and emotional implications of working alone or in difficult situations.

Clergy experiencing violence and harassment should contact their Dean, Vicar General or the Bishop.

The Diocese will seek to identify those activities taking place in our parishes and other Diocesan facilities and evaluate these specifically for the purposes of determining the level of risk posed to those involved and whether there is a need to do more to protect people.

Reducing the risk will primarily depend on establishing guidelines for appropriate working procedures and providing information and/ or training for those involved.

The design of our premises also influences the risk and where we have the opportunity to redesign premises, we will seek to include improvements to reduce the risk of violence.

We will seek to robustly investigate any incidents of violence and harassment to our personnel to identify the root causes and avoid recurrences.

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

For more information about managing the health and safety of people who work alone refer to the Vulnerable Groups section of the Safety Toolbox Online Resource Library

Managing Mental Wellbeing at Work

If not properly managed, stress can be associated with poor health and wellbeing, lower productivity and increased sickness absence. We recognise that workplace stress is a health issue and acknowledge the importance of identifying and seeking to reduce workplace stressors at an early stage.

Stress is “the reaction people may have, when presented with demands and pressures that are not matched to their knowledge and abilities, and which challenge their ability to cope”. It is not a disease, however, if stress is intense, and goes on for some time, it can lead to mental and physical ill-health (e.g. depression, nervous breakdown, heart disease).

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. We will seek to create and maintain a working environment in which open and effective communication, support for each employee, clergy, volunteer, and mutual respect between individuals are the expectations and the reality.

Anyone who is experiencing low mental wellbeing, and who feels that their work could be affected as a result should take the following steps:

- Employees, should contact their Line Manager to whom they report;
- Clergy should contact Vicar General responsible for the welfare of clergy or the Bishop;
- Volunteers should contact the person within their parish or Diocesan service to whom they report;

In all cases you should request a meeting explaining why you want to see them. You can take a co-worker with you for support if you feel you need to. If it is identified that the mental wellbeing is being caused or made worse by work factors, we will discuss how we can work together to reduce the stress. We may refer you to occupational health, a medical practitioner or ask you to see your GP;

The Diocese activity encourages all Line Managers and Clergy with responsibility for personnel to:

- Encourage all personnel to be open and honest about workloads and working patterns;

- Be vigilant for early signs of stress / mental wellbeing;
- Ensure good communication between management and personnel, particularly where there are any organisational and procedural changes planned;
- Monitor workloads to ensure that personnel are not overloaded for extended periods of time;
- Monitor working hours to ensure that personnel are not overworking and, monitor holiday arrangements to ensure that personnel are taking their full entitlement;
- Ensure that bullying and harassment is not tolerated and seek support from the Director of Administration and Personnel to identify and resolve early issues;
- Be vigilant and offer additional support to any person who may be experiencing stress outside work e.g. bereavement or a change in personal relationships, etc.

The Diocese provides access to telephone Counselling Services to provide immediate emotional support on matters such as personal wellbeing, physical and mental health, and medication. Counsellors will provide informed guidance offering resources and referral services to appropriate help, as well as assistance with accessing relevant healthcare professional services.

The service is completely confidential and can be accessed by clergy, officer holders, employees and their immediate family members residing at the same address. The telephone number is 0330 058 0960, choosing option 5.

For more information about work related stress refer to the Work-Related Stress section of the Safety Toolbox Resource Library

New Starters (Including Employees, Clergy and Volunteers)

We recognise that new starters are likely to be unfamiliar with their work place and work role. As such they may be at increased risk.

All Line managers and Parish Priests are to seek to ensure that an Induction is carried out for all new personnel to include:

- New appointees are competent to carry out the tasks associated with their employment (whether paid or voluntary);
- Providing new starters with safety critical information such as: fire procedures and first aid arrangements within their first day at work;
- A Peoples questionnaire is completed on the Safety Toolbox online portal and any actions and recommendations arising are implemented;

For more information about managing new starters including a checklist for carrying out and recording Safety Induction Training refer to the New Worker section of the Safety Toolbox Online Resource Library

Competence and Training

Competence is defined as having the necessary blend of skills, knowledge, experience and aptitude to undertake a task or role. Accordingly, we will seek to ensure that job descriptions and person specifications are developed as part of the recruitment process for all employees and volunteers.

Training in health and safety is a statutory requirement of legislation, and also helps create competent personnel at all levels within the Diocese to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups. In consultation with managers, those responsible for Human Resources and key clergy, the Health and Safety Coordinator will develop and maintain a training programme covering the key health and safety roles in the Diocese.

Where skill gaps are identified additional training and/or supervision will be provided. The level of supervision will be commensurate with the level of risk and consider individual characteristics such as age, experience etc.

We will seek to provide our employees, clergy, and volunteer workers and other relevant persons e.g. contractors and people hiring our facilities, with suitable and sufficient health and safety information, instruction, training and supervision, so far as is reasonably practicable, as follows:

- At induction;
- At regular intervals thereafter;
- On transfer or promotion to new roles or duties;
- On introduction of new technology;
- On changes to systems of work;
- When training needs are identified during risk assessments.

Competence of contractors, sub-contractors and self-employed will be determined by reference to background checks the detail of which will be influenced by the level of risk associated with the work to be undertaken. As a minimum, this will involve checks on professional standing, qualifications and insurance.

Consultation

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

We will seek to encourage consultation at all levels within the organisation using existing channels including:

Senior Management meetings such as:

- The Trustees, Audit and Risk, and Finance Committees, Heads of Departments;
- Employee, clergy and volunteer meetings;
- Internal publications;
- Notice boards;
- Individual conversations;
- Displaying the 'Health and Safety Law - What you Need To Know' poster in all workplaces.

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

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

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

Environment

We continually review the impact our activities and premises have on the environment and identify ways where improvements can be made. We accept responsibility for limiting and/or reducing the harmful effects our activities may have on both the local and global environment. We will seek to ensure compliance with all relevant environmental legislation.

We will seek to raise awareness throughout our Diocese on environmental issues and enlist the support of all personnel in improving our environmental performance. We will seek to encourage the adoption of similar principles by our suppliers.

Controlling Physical Health Hazards

Noise

We will seek to ensure, so far as is reasonably practicable, that we protect all personnel from noise and the associated medical conditions as required under the Control of Noise at Work Regulations 2005.

Persons responsible for supervising work involving activities that generate noise are to seek to ensure that they:

- Assess the risks to all personnel exposed to noise at work;
- Take appropriate action to reduce the noise exposure that produces those risks;
- Provide personnel with suitable hearing protection if they cannot reduce the noise exposure enough by using other methods such as alternative methods of work, reduced exposure or defining hearing protection zones;
- Ensure limits on noise exposure are not exceeded;
- Provide personnel with competent and relevant information, instruction, training and supervision;
- Relevant health surveillance is provided where there is an identified risk to health.

The Health and Safety Coordinator will provide further advice, guidance and assistance to responsible persons in regard to the management of noise.

Vibration

We will seek to ensure, so far as is reasonably practicable, that we protect all personnel who work with hand held / operated tools and machinery where this exposes their hands and arms to high levels of vibration as required under Control of Vibration at Work Regulations 2005.

Persons responsible for supervising work involving activities that generate vibration are to seek to ensure, that they protect personnel (i.e. cemetery, grounds maintenance, housekeeping personnel) from the risks from exposure to vibration, whether to hands and arms or to the whole body.

This may include:

- Vibration exposure is taken into account when purchasing or hiring new equipment;
- Vibration risk assessments are undertaken for any equipment used by personnel for any high-risk activities;

- Any vibration control measures are suitably implemented;
- Personnel are suitably trained in all aspects of operating equipment, including vibration control;
- Relevant health surveillance is provided where there is an identified risk to health.

The Health and Safety Coordinator will provide further advice, guidance and assistance to responsible persons in regard to the management of Vibration.

Moving and Handling Activities

We recognized that moving and handling activities have the potential to cause musculoskeletal disorders (MSD) which can lead to long term ill-health, and we will seek to ensure that all activities which involve moving and handling are eliminated, so far as is reasonably practicable. Where it is not practical, we will seek to carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

Moving and handling is defined as; any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

Accordingly, all persons responsible for supervising work involving moving and handling activities are to seek to ensure that:

- Where practical, the need for any hazardous manual handling activities to be undertaken is to be avoided;
- A suitable and sufficient assessment of risks of any hazardous manual handling activities that cannot be avoided is undertaken;
- Any Risks identified are reduced to the lowest reasonably practicable level;
- Adequate information and training to is given to persons carrying out manual handling activities or where reasonably practicable precise information on the weight, size and heavy side of the load;
- Any injuries or incidents relating to moving and handling activities are reported, investigated and remedial action is taken.
- Checking persons requiring carrying out moving and handling activities is within their physical capacity i.e. checking a person doesn't for any medical concerns that could cause them harm.

For more information about manual handling refer to the Manual Handling section of the SafetyToolbox Online Resource Library

Premises Management Arrangements

Premises Safety

For the purpose of this policy, premises include: Offices, Places of Worship, Parish Halls, Presbytery's, Burial Sites, Domestic Dwellings, and all other buildings or land which falls under Diocesan or Parish control.

- We will seek to ensure, so far as is reasonably practicable, that all those using our premises whether for work, worship or as visitors are able to do so safely. To facilitate this, a condition inspection is to be organised by the property office, and will be conducted by a qualified surveyor, every five years or as, and when circumstances indicate this to be appropriate;
- The success of our arrangements to maintain safe buildings and premises for our employees, clergy, volunteer workers, contractors and members of the public relies on the co-operation of all persons using the premises. Anyone discovering a fault, damage or defect is encouraged to report it to the nominated persons, who in return must seek to ensure it is repaired, replaced or made safe;
- Our insurers, Catholic Insurance Services, require that visual checks and, where necessary, clearing works are instructed to gutters and downpipes are carried out every 12 months. Visual checks to flat roofs are also to undertaken by a competent person every three years;
- Copies of all inspection reports will be retained on the Safety Toolbox online portal with remedial work implemented in accordance with the surveyor's recommendations. Routine surveys and inspections will be initiated, and reminders sent via our online health and safety management system.

Landlord Obligations

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

- Domestic properties including tied domestic property e.g. presbytery or retired clergy houses, are provided and maintained in accordance with the requirements of the Housing Act 2004 and where appropriate the Regulatory Reform (Fire Safety) Order, 2005;
- Property which is rented or leased to third parties is covered by a legally binding agreement;
- Any deposits taken in respect of property rental are appropriately managed;
- Tenants / lessees are provided with relevant information about the property e.g. safety procedures, instruction manuals;
- Suitable arrangements are in place for the management of defects;
- Premises Responsible person (e.g. Parish Priests) must inform the Property Team of all

Parish property which is rented / leased out to third parties and maintain the Safety Toolbox online portal system for the property.

It is the responsibility of the persons in control of our premises to ensure the landlord's obligations of the Trustees are discharged in line with all relevant diocesan policies and procedures.

Where agents are appointed to manage a property rental, an appropriate agreement should be signed by the persons in control of our premises or other authorised Diocesan representatives.

For more information about landlord obligations refer to the Renting Diocesan Property section of the Safety Toolbox Online Resource Library

Safe Access, Egress and Work Place

We will endeavour so far as is reasonably practicable to provide safe access, egress and a safe place of work for all those working or accessing our premises.

Some of our activities take place in areas to which members of the public have access. We therefore take account of risks to the public within our risk assessments including the risks to children, young and vulnerable people, and people with disabilities.

We will seek to encourage those in control of our premises to undertake regular inspections to identify hazards which might affect people working in, visiting or passing by our premises. Where hazards cannot be immediately rectified, we encourage those in control to put in place effective and appropriate measures to warn people of the dangers and protect them from such dangers.

Where the activities or undertakings conducted in our premises result in the temporary obstruction of fire exits and escape routes, and affect the functioning of safety critical systems and equipment such as fire alarms and fire extinguishers, we encourage those in control to take account of this and make alternative arrangements to maintain a safe environment for their personnel and members of the public.

For the duration of building and maintenance work, when the building is in use, appropriate risk control measures should be implemented such as barriers and signs. Persons in control of our premises should be alerted to building users who may have special needs or be too young to comprehend warning signs and instructions.

Relevant and suitable safety equipment will be provided to assist people in an emergency including i.e. fire - fighting equipment.

Suitable warning signs and signals will be provided to warn personnel and other users of our premises of hazards to which they might reasonably be exposed. Persons in control of our premises are encouraged to identify these hazards through risk assessment. Signs and signals should be deployed appropriately in accordance with statutory requirements and best practice.

We will seek to ensure, by following all reasonably practicable steps that we have effective tree management systems in place to control risks from trees to our employees, clergy volunteers,

contractors and members of the public in line with the requirements of the appropriate regulations and insurance conditions.

For more information on matters relating to safe access to, movement around and egress from premises refer to the Safe Access and Egress section of the Safety Toolbox Online Resource Library

Safe Environment and Welfare Facilities

We will seek to ensure, so far as is reasonably practicable that we provide a safe environment and suitable and sufficient welfare facilities for those working at our premises e.g. toilets, washing and kitchen facilities.

The comfort of our employees, clergy, and volunteer workers, is a high priority. Persons in control of our premises are encouraged to do all that is reasonably practicable to ensure a good standard of thermal comfort, adequate ventilation and sufficient lighting. This will be achieved by seeking to provide:

- A means of heating the premises which is appropriate to the nature and use of the premises (The Chartered Institute of Building Services Engineers recommends the following temperature of 19°C - 21°C in a normal working area);
- To assist in monitoring the indoor workplace temperature, thermometers should be made available.
- Welfare facilities are in sufficient numbers, are clean, well maintained and have adequate ventilation. Hot and cold water, soap and hand drying facilities should also be in place.
- Adequate ventilation i.e. windows which can be opened;
- Sufficient lighting to enable work to be undertaken without risks to the occupants (both internally and externally);
- Where required, emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit;
- The provision of suitable drinking water;
- Established suitable cleanliness and housekeeping standards;

All equipment provided for the purpose of workplace comfort should be subject to periodic checks, maintenance and repairs by competent engineers. Certain checks should be recorded, and copies kept on the Safety Toolbox online portal.

To find out more information on safe environment and welfare facilities refer to the Office section of the Safety Toolbox Online Resource Library

Smoke Free Environment

We recognise the hazards and risks associated with, both direct smoking and passive smoking.

It is the policy of the Diocese that all diocesan and parish workplaces are smoke-free in line with regulations and that all employees, clergy, volunteers, and visitors have a right to work in a smoke-free environment.

Smoking, including the use of all artificial smoking aids (i.e. electronic or otherwise) is prohibited throughout all diocesan / parish premises owned or used for business/activities, unless it is within a designated smoking area. This includes any areas used within a presbytery as a work environment by clergy, employees, volunteers, parishioners and visitors.

Smoking is also not permitted in any Diocesan or private vehicle when used on Diocesan business if it is being used to carry passengers.

There is a legal requirement to display No Smoking signs clearly on the entrances to our premises.

Smokers are to ensure that they have disposed of their smoking material in a manner which avoids a fire starting i.e. material fully extinguished and **NEVER** brought back into the buildings for disposal.

Visit the [NHS Choices website](#) for further help and support for people wanting to give up smoking.

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

Safety of Plant and Work Equipment

We recognise the importance of providing plant and work equipment, which is fit for purpose, well designed to minimise risk to users and well maintained. Accordingly, we encourage those persons in control of our premises to establish purchasing processes and maintenance regimes which meet these high standards and introduce appropriate measures to assist people using plant or work equipment in understanding how to do so correctly.

Persons in control of our premises are to seek to ensure that:

- An assessment of the hazards and risks, including the implementation of suitable and sufficient control measures is carried out for work activities that involve the use of plant or equipment posing a significant risk to injury or health.
- Adequate instruction, information and training is given to employees, clergy or volunteers to enable the work equipment to be used and maintained safely;
- All equipment is inspected at installation and prior to first use;
- Plant and work equipment is regularly inspected and maintained by competent persons in accordance with any statutory requirements, and manufacturer's recommendations;
- Records of all inspections and maintenance are kept and uploaded on the Safety Toolbox

online portal;

- Effective measures are established to avoid untrained persons operating complex or dangerous machinery or equipment e.g. equipment locked away.

For more information on work equipment refer to the Work Equipment section of the Safety Toolbox Online Resource Library

Licenced Premises

Where necessary, we will seek to ensure that any premises are appropriately licenced, and the activities carried out are in line with the licencing conditions.

It is the responsibility of the licensee to implement the licensing conditions including ensuring the licence summary is clearly displayed and other pages of the licence are readily accessible on site if requested by the authorities.

Where a personal licence is relevant, a Designated Premises Supervisor must be appointed and personally licenced to sell alcohol, or a Management Committee appointed.

Persons responsible for licenced premises are to seek to ensure that they have assessed the following risks in addition to general health and safety risks applicable to the premises:

- Lone working;
- Management of Violence and harassment;
- Security arrangement including property and cash;
- Food safety;
- Fire safety.

Where a pressurised drink dispensing system are installed, the following factors apply:

- The system must be subject to a written scheme of examination and periodic inspection;
- The system must be subject to routine maintenance;
- Drinks lines must be cleaned regularly in accordance with the manufacturer's/ supplier's recommendations
- Persons involved in use, inspection or maintenance of the system are trained and authorised to do so
- Records are kept to evidence good management on the Safety Toolbox online portal.

For more information about licencing refer to the Events section of the Safety Toolbox Online Resource Library

Managing Asbestos

We recognise our responsibilities under the Health and Safety at Work etc. Act 1974, and the Control of Asbestos Regulations 2012, and will seek to take account of all related Approved Codes of Practice, recognised guides and notes.

Within this policy “asbestos” refers to any fibrous form of:

- Crocidolite - blue asbestos;
- Amosite - brown asbestos;
- Chrysotile - white asbestos;
- Anthophyllite;
- Tremolite;
- Actinolite and any mixture which contains one or more of the above.

The presence of asbestos containing materials (ACMs) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACMs, are most likely to present risks.

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

- Consult with the Diocesan Property Team who will provide support on the identification of appropriate consultants to undertake relevant inspections;
- An asbestos management survey is carried out by an accredited competent person (United Kingdom Accreditation Service (UKAS), complying with ISO17020, to undertake surveys for asbestos containing materials) for the identification of ACMs within the premises. A copy of the survey is to be uploaded onto the Safety Toolbox online portal for the property;
- Where ACMs are identified, these must be made safe by the recommendations contained within the survey (i.e. removal or encapsulation);
- Where ACMs are to be retained or suspected but unconfirmed, these must be subject to a Premises Asbestos Management Plan prepared by a competent person;
- Once identified, by a survey, the condition of ACMs left in situ should be regularly monitored in line with the premise’s asbestos management plan. Re-inspections should be carried out by a competent person;
- Premises Responsible Persons are responsible for ensuring that material reviews and inspections are carried out in accordance with the premises asbestos management plan and recorded accordingly on the online management system for the property before commencing any planned maintenance or upgrade, where required (i.e. properties built before 2000) the premises Asbestos Register should be checked for details of any ACMs including the findings of any surveys, subsequent monitoring or removal records and this

MUST be communicated to the person undertaking or coordinating the work;

- A refurbishment / demolition survey is required before any refurbishment or demolition work is carried out. This type of survey is used to locate as far as reasonably practicable, all ACMs in the area where the refurbishment work will take place or in the whole building if demolition is planned. The survey will be fully intrusive and involve disturbance of the areas surveyed, including those that may be difficult to reach;
- Only Diocesan Approved Licensed Asbestos Removal Contractors are to be used to carry out any asbestos removal, repair or remedial works under its control and will be coordinated through the Property Office;
- Any person discovering fly tipped waste on Diocesan controlled land which is suspected to contain ACMs should immediately report it to the premise's responsible person or the Diocesan Health and Safety Coordinator or Property Office. Under no circumstances should the material be disturbed or removed by personnel not authorised to do so.

For more information about managing asbestos in premises refer to the Asbestos section of the Safety Toolbox Online Resource Library OR contact the Diocesan Health and Safety Coordinator or Property Team

Electrical Safety

We recognise that electricity at work covers many areas of operations and can be associated with high risk conditions.

We will seek to ensure that electrical installations at all our premises are maintained in a safe condition. Every 5 years, electrical installations on our premises will be tested and inspected by a NICEIC competent person. Test and inspection reports will be retained on the premises Safety Toolbox online portal, with remedial work implemented in accordance with the engineer's recommendations. Tests and inspections are initiated, and reminders issued via our Safety Toolbox online portal.

For the ongoing safety of electrical installations, we will rely on the person responsible for managing the building to be vigilant to and respond to faults as they occur.

Only qualified, competent persons are to be permitted to undertake work on electrical installations in our premises. Any temporary electrical installation for which we are directly responsible will be installed, maintained and decommissioned by a suitably competent person.

Where electrical equipment is provided for use by our employees, clergy, volunteer workers or members of the public we seek to ensure that it is fit for purpose and measures implemented to maintain such equipment in a safe condition.

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

For more information about electrical safety refer to the Electrical sections of the Safety Toolbox Online Resource Library

Third party electrical equipment

Electrical equipment may be brought onto our premises by others e.g. by people hiring our parish halls, by contractors in the course of instructed works or by employees or volunteer workers in the course of work undertaken for their department or parish. The expectation is that this equipment will be portable i.e. powered from the fixed wiring installation by means of a plug e.g. powered tools, cleaning equipment or desk top equipment such as a lap top, radio or fan.

People hiring our facilities will be subject to the terms and conditions of hire (see Roles and Responsibilities) Persons or companies engaged under contract e.g. third party works contractors, consultants will be subject to relevant statutory obligations associated with the work for which they are engaged (see also Roles and Responsibilities).

Employees volunteer workers should, wherever possible use equipment provided by their employer. Personal electrical equipment such as mobile phone chargers, lap tops or tablets may be brought onto Diocesan property, however, we ask that these items are purchased from reputable retailers and maintained in accordance with the manufacturer's recommendations. Personal electrical equipment which is used regularly in pursuit of employees or volunteer work e.g. computer equipment, cleaning equipment or gardening tools should be included in the site arrangements for managing electrical equipment e.g. combined test and inspection of portable appliances.

Personal electrical equipment which falls outside the scope of this policy must be authorised by either the Line Manager or Parish Priest.

For more information about electrical safety refer to the Electrical sections of the Safety Toolbox Online Resource Library

Lifting Operations and Lifting Equipment

Persons in control of our premises that have any lifts or lifting equipment are to seek to ensure that:

- Lifting equipment is purchased according to a process which seeks to ensure equipment is fit for purpose and complies with appropriate standards;
- All Lifting equipment and accessories are inspected, maintained according as per the written scheme and records kept on the Safety Toolbox online portal;
- A thorough examination is carried out by a competent person (normally coordinated through the insurance company) at intervals determined in LOLER. (Every 6 months for passenger / people lift and 12 monthly for all other lifting equipment);
- All lifting operations must be planned, supervised and assessed for risk and any persons involved in lifting operations must be competent and where appropriate qualified for the task and authorised to operate the plant and equipment involved;

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

Management of Water Hygiene and Legionella

We recognise the risk presented by the growth of legionella bacteria in water systems' and we are committed to ensuring we take reasonable and practical steps to manage these risks.

In general, the risk of infection from exposure to legionella bacteria in our churches and parish halls is not considered to be significant and should be capable of being adequately controlled by:

- Engaging competent persons to undertake work on hot and cold-water systems;
- Safe water temperatures are maintained, whilst at the same time avoiding conditions which increase the risk of burns from very hot water;
- Hot and cold-water systems are turned over regularly (recommend at least every 7 days);
- Ensuring records are uploaded on the Safety Toolbox online portal including all maintenance, temperature monitoring and any sampling carried out.

In premises where the risk may be increased e.g. residential property, offices, an appropriate assessment of the risk will be carried out by a competent person, and actions identified to remove/reduce any unacceptable risk in accordance recognised best practice will be put in place.

For more information about Legionella refer to the Legionella section of the Safety Toolbox Online Resource Library

Heating Equipment

We will seek to ensure, by following all reasonably practicable steps that all our gas and oil installations and appliances are inspected and maintained with the requirements of the appropriate regulations.

Persons in control of our premises will seek to ensure that:

- Heating equipment (gas and oil), appliances are maintained in a safe condition, and are inspected and maintained annually by a competent person e.g. Gas Safe registered engineer for all gas equipment;
- Records of checks and maintenance work are kept on file and a copy of the annual gas safety certificate or equivalent where other forms of heating apply be retained on the online health and safety management system. Any remedial work identified will be implemented according to the recommendations of the engineer;
- Portable heating equipment must be avoided where possible. Where portable heating

equipment is necessary it should be selected to be fit for purpose, be well managed to avoid fires and trip hazards and be well maintained;

- Establish emergency procedures for heating appliances e.g. suspected gas leaks, oil leaks and to communicate such procedures to relevant persons;
- Measures to protect personnel from the effects of exposure to carbon monoxide gas must be implemented where appropriate. This will usually involve the installation of a carbon monoxide detector installed near the gas appliance or in rooms containing a solid fuel fire;
- Surfaces which become hot such that a burn or scald could be sustained must be protected by a suitable guard to avoid direct contact.

For more information about heating equipment refer to the Heating Equipment section of the Safety Toolbox Online Resource Library

Cemetery and Burial Sites

We will seek to ensure our cemeteries and burial sites are maintained in a safe condition in line with our arrangements for safe access and egress.

Persons undertaking work in our cemeteries and burial sites should be competent to undertake the task or supervised by a suitably competent person. This is particularly important in the excavation of new graves or in the rare instances where remains are exhumed.

Control of Contractors, Building, Repair and Maintenance Work

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

For the purposes of this document, a contractor is defined as any person who is engaged to undertake work for the Diocese and who is other than a member of the clergy or a paid or volunteer worker.

We recognise that when contractors are engaged to work on diocesan / parish premises, we have obligations to avoid their work adversely impacting on the health, safety and well-being of those persons who might reasonably be affected by the work being carried out including our clergy, paid and volunteer workers and members of the public. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together, using carefully selected, competent contractors to ensure that our premises remain safe and avoid risks to health.

Where persons in control of our premises engage contractors then a process should be followed to undertake reasonable checks to establish that the contractor is competent including having appropriate insurance. This process is facilitated through Safety Toolbox Online.

Persons are encouraged to consult with the Diocesan Property Team or Health and Safety Coordinator to ensure that all works being planned are being effectively managed accordingly.

Most contract work involving; building works, repair and maintenance falls within the definition of 'construction' and as a client we recognise our responsibilities under the **Construction (Design and Management) Regulations 2015 (CDM15)**

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

- Managing the risks to health and safety by applying the general principles of prevention;
 - Avoiding risks where possible;
 - Evaluating those risks that cannot be avoided; and
 - Putting in place proportionate measures that control them at source.
- Appointing the right people and organisations at the right time;
- Making sure everyone involved has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety;
- Encouraging and facilitating duty holders to co-operation and communicate with each other and co-ordinate their work;
- Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

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

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

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

Persons responsible for planning and coordinating non-notifiable building, repair and maintenance work are directed to guidance and checklists available on the Safety Toolbox online portal.

For more information about managing contractors and building and maintenance work refer to the Building and Maintenance Work section of the Safety Toolbox Online Resource Library OR the Diocesan Health and Safety Coordinator or Diocesan Property Team.

Night Shelters

We recognise that night shelters run by parish communities provide a vital service to support those people who find themselves without safe shelter, particularly during the coldest months of the

year.

Parishes running or intending to run a night shelter should contact the Diocesan Health and Safety Coordinator who advice on the relevant insurance and safety implications.

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

Fire Safety Arrangements

The Diocese has developed a Fire Safety Management Plan (FSMP) to accompany this policy in order to outline roles and responsibilities, and requirements in regard to the fire safety management within all our premises. The FSMP will be made available to Diocesan personnel in order to help and assist them in becoming aware of potential fire risks, and hazards and control measures to be implemented.

At a high level, we will seek, as far as reasonably practicable to take all necessary steps to ensure all employees, clergy and volunteers are aware of potential fire risks and hazards. Fire Safety Legislation requires the Diocese to observe specific requirements in order to reduce the risk of a fire occurring.

We will seek to do this by:

- Providing a safe working environment and paying attention to fire prevention and make adequate provisions for the safe evacuation of all personnel (including less able - bodied persons);
- Encouraging good standards of fire prevention to avoid the outbreak of fires;
- Fire Risk Assessments are carried out on our premises;
- Follow up on any corrective action identified from the fire risk assessment in a timely manner by the Responsible Person (fire).
- Establish local fire safety management systems and ensure they are regularly monitored;
- Provide appropriate information, suitable instruction and training in basic fire prevention measures and evaluation procedures to assist with the implementation of emergency fire procedures.
- Monitoring of fire safety performance via the Safety Toolbox online portal, monitoring on incident data and, periodic inspection (the latter only if you intend to implement site audits).

For more information about fire safety please refer to the Fire Safety Management Plan or the Fire section of the Safety Toolbox Online Resource Library

Section 4 - Risk Management and Performance

Risk Identification

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

Risk Assessment

As part of managing health and safety we will seek to control the risks in all our activities. To achieve this, we need to think about what might cause harm to people and decide whether we are taking reasonable steps to prevent that harm.

We are required under the Management of Health and Safety at Work Regulations 1999 to undertake an assessment of the risks to health and safety to all Diocesan personnel, and others who may be affected by our activities. This process is known as risk assessment. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in our activities.

When considering risk assessment be aware that:

- A **Hazard** is anything which has the potential to cause harm, such as electricity, a trailing cable, using a cleaning chemical etc.
- A **Risk** is the likelihood (high or low) that someone could be harmed by a hazard. (For example, the risk of tripping over a trailing cable on the floor of a busy office might be high if it's in a main walk way compared to a low risk if it's covered with a cable mat).
- All personnel carrying out risk assessments are to seek to follow the approach to risk assessment based on the Health and Safety Executive Five Steps to a Risk assessment which include:

1. Identify the hazards.
 2. Decide who might be harmed and how.
 3. Evaluate the risks and decide on precautions.
 4. Record the significant findings.
 5. Review and update.
- The significant findings of risk assessments should be communicated to all relevant persons in the form of safe procedures for example, lone working procedure, emergency fire procedure etc.
 - The person responsible for health and safety e.g. the Parish Priest, Line Manager or Activity/Event Lead is responsible for ensuring that risk assessments are carried out, regularly reviewed and updated where appropriate;
 - We recognise that most of the personnel on whom we rely to manage risk in our premises (employees, clergy, or volunteer workers) are not trained health and safety professionals, nor do we believe it is essential for them to be so. We are committed to providing resources to assist people unfamiliar with risk assessment to undertake thorough and meaningful assessments through our online health and safety management system. For many assessments commonly required for the activities and undertakings of the Diocese, the system provides online interactive risk assessment questionnaires designed to help people with little health and safety knowledge.

For more information about risk assessment refer to the Risk Assessment section of the Safety Toolbox Online Resource Library

Measuring Performance

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

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

In addition:

- The Diocesan Health and Safety Coordinator will monitor health and safety performance via our online health and safety management system and make a regular report to the Diocesan Finance, and Audit and Risk Committees;
- The Appointed Person will meet regularly to review health and safety performance;

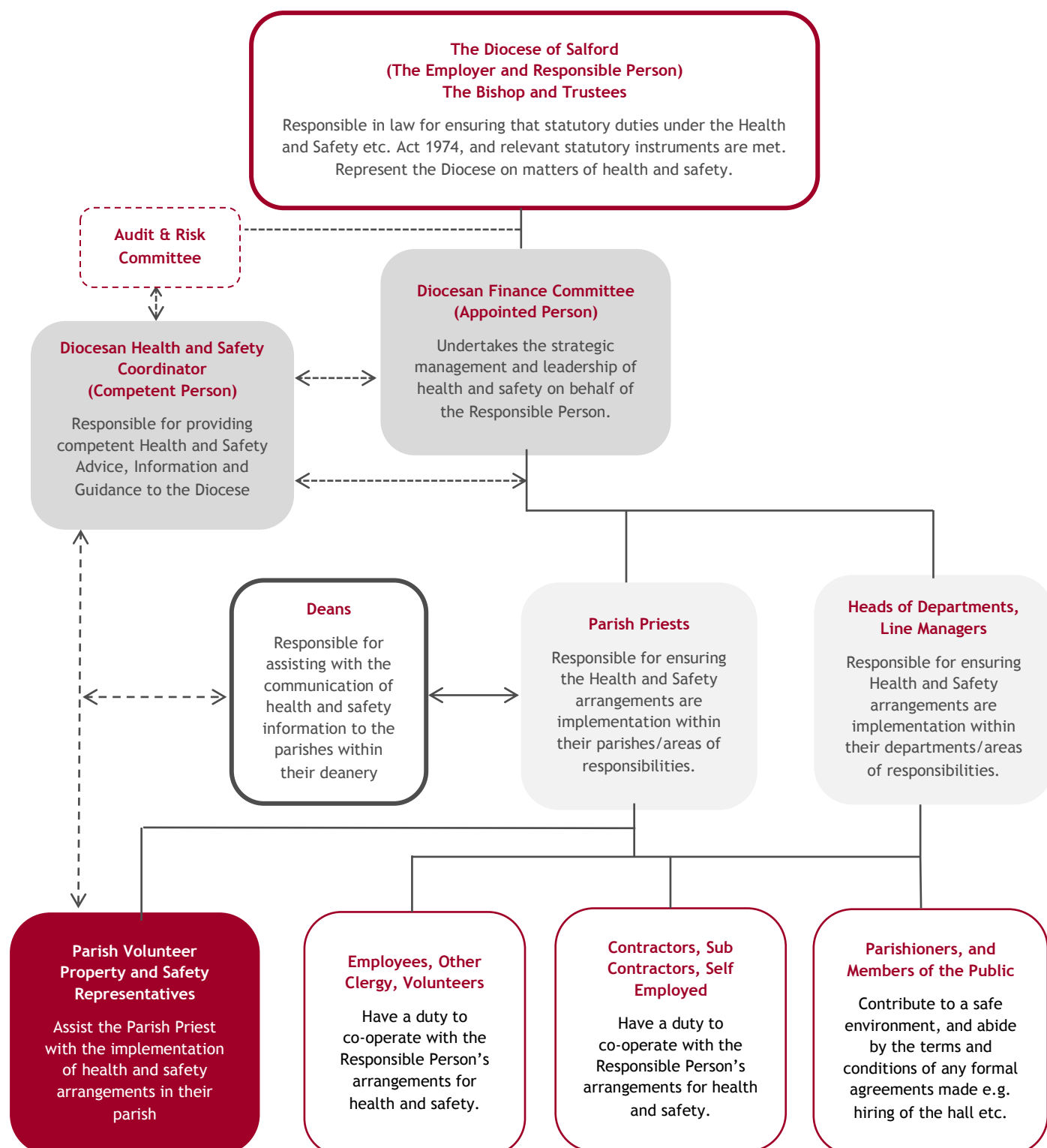
- The Appointed Person will communicate any serious health and safety matters to the Trustees at the regular Trustees Meeting. In addition, a periodic report on health and safety performance will be presented to The Trustees;
- Deans will informally monitor health and safety standards within their Deanery. Where appropriate Deans will report concerns to Diocesan Health and Safety Coordinator, Property Office or the Vicar General and Episcopal Vicar for Dialogue;
- Parish Volunteer Property Health and Safety Representatives are assisting in monitoring health and safety performance and report regularly to their Parish Priest or Parish Committee (if applicable) whichever is most appropriate.
- Line managers will monitor health and safety performance within the scope of their area of operation and report any concerns to the Diocesan Health and Safety Coordinator.
- Where deficiencies in health and safety performance are noted, we will consult with all relevant parties to implement a practical and sustainable resolution as quickly as possible.

Health and Safety Audit

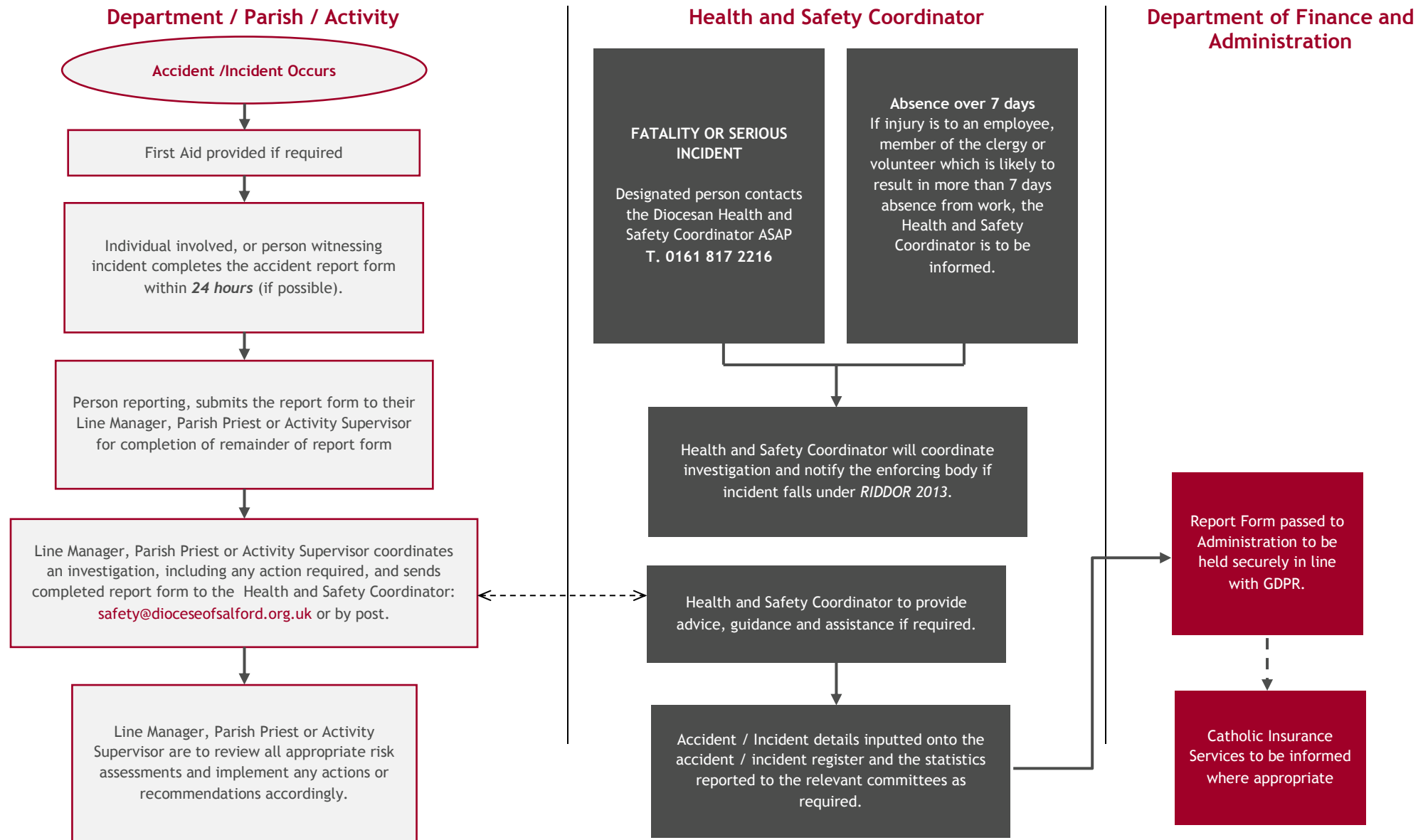
A process of periodic review will be developed to establish that our health and safety management system remains fit for purpose and that records retained to demonstrate compliance are accurate and of good quality.

Appendix 1 - Diocesan Health and Safety Organisation and Responsibilities

Organogram



Appendix 2 - Accident / Incident Reporting Flowchart



Appendix 3 - Incident, Accident, Near Miss Report Form

This form is to be completed for all '*Incidents, Accidents, and Hazards (including near misses)*' that occur on Diocesan or Parish premises or involve any employees, clergy, volunteers, lay persons or those involved with the practice of the Catholic Faith within the diocese and our other pastoral and social activities.

Sections highlighted in Grey **MUST** be completed.

This form should be filled in within 24 hours of the incident and sent to the line manager, priest or activity coordinator to check/complete.

On completion this form is to be sent to the Diocesan Health and Safety Coordinator at: safety@dioceseofsalford.org.uk or by post to: Department for Finance and Administration, Cathedral Centre, Ford Street, Salford, M3 6DP

1. Where did the incident take place?

Location Address:

Exact accident Location i.e.

(church nave, parish centre kitchen, presbytery):

What activity was being undertaken at the time of accident / incident:

2. When did the incident take place?

Date:

Time (if known):

(Please use 24hr clock)

3. Injured Person Affected Details:

First name:

Surname:

Gender (tick box) Male: ☐

Female: ☐

DOB:

Address:

Postcode:

Contact Telephone Number:

Please select a group for the person affected from below:

Employee / Clergy

Occupation:

Appointment:

Function / Department:

Other

Please choose from list

*Volunteer, Lay Person, Visitor, Work Experience, Contractor
Other (Please specify).*

Job Title or Role
(if applicable)

4. Details of the person reporting the incident (if different than above)

Name:

Job title / Role
or Appointment:

Contact Number:

Email:

Place of work:

Date Reported:

Role in incident:

5. Details of any other Employees, Clergy, Volunteers, Laity, Witnesses involved

Name:

Job title:

Status e.g. employee,
clergy, volunteer, laity:

Role in incident:

Contact Number:

Email:

Name:

Job title:

Status e.g. employee,
clergy, volunteer, laity:

Role in incident:

Contact Number:

Email:

6. Description of Incident (to be completed by injured person or nominated person on their behalf)

Explain clearly how the accident / incident occurred (What, How and any Emergency Measures taken)

7. Type of Incident (Please tick to indicate which type of incident you are reporting):

Fall from Height	<input type="checkbox"/>	Physical assault / aggressive behaviour by a person	<input type="checkbox"/>
Slip, Trips, Fall same level	<input type="checkbox"/>	Trapped by something collapsing	<input type="checkbox"/>
Struck by an Object	<input type="checkbox"/>	Struck by moving vehicle	<input type="checkbox"/>
Road Traffic Accident	<input type="checkbox"/>	Lifting & Handling injuries	<input type="checkbox"/>
Contact with moving machinery	<input type="checkbox"/>	Fire	<input type="checkbox"/>
Contact with Electricity	<input type="checkbox"/>	Exposure to a harmful substance	<input type="checkbox"/>
Hot Surface / Substance	<input type="checkbox"/>	Other (Please State below)	

8. Type of Injury (tick boxes for all that apply)

Break / Fractures	<input type="checkbox"/>	Cuts / Lacerations / Graze	<input type="checkbox"/>
Burns/Scalds	<input type="checkbox"/>	Respiratory	<input type="checkbox"/>
Sprains/Strains	<input type="checkbox"/>	Bruises / Swelling	<input type="checkbox"/>
Crush	<input type="checkbox"/>	Concussion / Headache	<input type="checkbox"/>
Puncture	<input type="checkbox"/>	Splinters / Blisters	<input type="checkbox"/>
Electric Shock	<input type="checkbox"/>	Other (Please State below)	

9. Location of Injury (tick boxes for all that apply)

Head	<input type="checkbox"/>	Arm /Shoulder	<input type="checkbox"/>	Leg / Hip	<input type="checkbox"/>
Eye	<input type="checkbox"/>	Wrist	<input type="checkbox"/>	Ankle	<input type="checkbox"/>
Abdomen	<input type="checkbox"/>	Hand	<input type="checkbox"/>	Foot	<input type="checkbox"/>
Back	<input type="checkbox"/>	Finger	<input type="checkbox"/>	Respiratory system	<input type="checkbox"/>
Face / Neck	<input type="checkbox"/>	Chest	<input type="checkbox"/>	Digestive system	<input type="checkbox"/>

10. RIDDOR Reporting (to be completed by Health and Safety Co-ordinator)

	YES	NO	N/A
Is the accident / incident reportable under RIDDOR?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RIDDOR Category:			
Date RIDDOR Report sent to HSE:			
RIDDOR Incident Form Number:			
Follow up action required (If applicable):			

Incident Follow-up Report

11. Immediate cause of accident (consider all factors including weather, system failures, design failure, equipment failure, poor housekeeping)

12. Root cause of accident (consider issues, such as lack of training and awareness, time constraints, communication and external influences)

13. Action taken and planned (Please detail any immediate action taken as a result of this incident, and actions planned to reduce the risk of a similar incident occurring).

14. Injured Person

I Do / Do Not (delete as applicable) consent to my personal details contained in this report being shared with to persons or organisations able to demonstrate a legal right to the data therein.

Print Name:

Date:

Signature:

15. Line Manager / Clergy / Activity Responsible Person

Print Name:

Signature:

Position Held:

Date:

Confidentiality -The personal information collected about you on this form has been collected for legitimate reasons and as required by law, to help the Diocese look after and monitor employee health and safety. The information you have provided on this form will not be used for marketing purposes or transferred to a third party for general marketing purposes, but it may be transferred to a relevant authority for legal or other legitimate reasons. For example, to your solicitor, your GP or to a statutory body. The information on this form will be stored securely for a minimum period of three years, following which it will then be securely destroyed. You will be contacted if it is necessary to retain your personal information for a period of more than 3 years. You may read the full privacy notice for the Diocese of Salford at:
www.dioceseofsalford.org.uk/privacy-policy/

Appendix 4 - Glossary of Terms

Term	Definition
Trustees	This is the collective name given to the Salford Roman Catholic Diocesan Trustees who have the responsibility of governing the affairs of the Charity are governed. They are recruited from the senior clergy and suitably qualified and experienced lay faithful of the Diocese. The Chair of Trustees is the Bishop of Salford.
Employee	A paid worker employed of the Diocese of Salford.
Priest	An ordained minister of the Catholic Church.
Volunteering	We define volunteering as any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, and close relatives.
Contractor	A person or firm that undertakes a contract to provide materials or labour to perform a service or do a job.
Responsible Person	Responsible person means the individual named by the entity to be responsible and have control of the activity, premises etc.
Competent Person	A person who is appropriately trained, qualified, experienced and skilled to undertake specific health and safety duties without risk to their own safety or that of others.
Safety Toolbox Ltd	Safety Toolbox Ltd, is a health and safety consultancy providing the Diocese both professional support and an online compliance portal.
Cassery Property Management	A property management service company responsible for taking oversight of the co-ordination of statutory compliance across the diocese.
Health and Safety at Work Etc. Act 1974	The Health and Safety at Work etc. Act 1974 is an Act of Parliament and defines general duties on employers, employees, contractors, suppliers of goods and substances for use at work, persons in control of work premises, and those who manage and maintain them, and persons in general.
Health and Safety Regulations	A statutory device made under a general provision that is contained in an act of parliament. Regulations themselves are approved by parliament and are generally absolute legal standards.
Approved Codes of Practice	An Approved code of practice associated with specific regulations that has been approved by the Health & Safety Commission. A Code of Practice is seen as the accepted standard and can be used as evidence in a court of law. It is not mandatory to follow a Code of Practice but, to be acceptable, any alternative must be demonstrated to be of equal measure or better.
Guidance Notes	Guidance notes provide practical guidance for employers and workers on the management of risks to safety and health risks that may arise in relation to specific hazards.
Best Practice	A standard of risk control that is above the legal minimum.
So far as is reasonably practicable	The term "so far as is reasonably practicable" means that the degree of risk in a particular situation can be balanced against the time, trouble, cost and physical difficulty of taking measures to avoid the risk.

Accident	An unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage, injury or ill health.
Near Miss	An event not causing harm but has the potential to cause injury or ill health.
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 puts duties on employers, and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).
Health & Safety Executive "HSE"	Organisation responsible for proposing safety regulations throughout the UK. It is responsible for enforcing, statute, regulations, approved codes of practice and guidance.
Enforcing Bodies	Health, Safety and Fire legislation is enforced by HSE Inspectors, Local Authority Environmental Health Officers or Fire Safety Inspectors.
Regulatory Reform (Fire Safety) Order 2005	The Order places the responsibility on individuals within an organisation to carry out risk assessments to identify, manage and reduce the risk of fire
FRS	Fire Rescue Service - Provide Emergency Support, Fire Safety Advice and Guidance and Enforcement of The Regulatory Reform (Fire Safety) Order 2005