

DIOCESE OF SALFORD

Property, Health, Safety and Compliance Overview

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18th May 2019

Presentation Overview

Property

- Introduction
- Re-Organisation
- Estate Strategy
- Process
- Case Study

Health, Safety and Compliance

- Overview of H&S and Compliance;
- Gap Analysis Outcome;
- Diocesan Health and Safety Strategy Approach;
- Parish Property and Safety Representative;
- Safety Toolbox online portal;
- Accident and Incident Reporting.

Property

Introduction

- **John Corrigan**
 - Role
- **Diocesan Property**
 - Churches
 - Presbytery's
 - Parish Halls
 - Cathedral
 - Wardley Hall
 - Whole Diocesan Estate

Re-organisation

- Reduction in Number of Parishes
- Movement of Priests
- Introduction of Lay Management
- Historic issues
- Use of Accommodation
- Current position
- Management system
- Support

Estate Strategy

- Take stock
- Identify needs
- Develop plan
- Liaise with Property Office
- Agree needs and bring in additional support as necessary
 - Consultants
 - Contractors
 - Specialist advice

Process

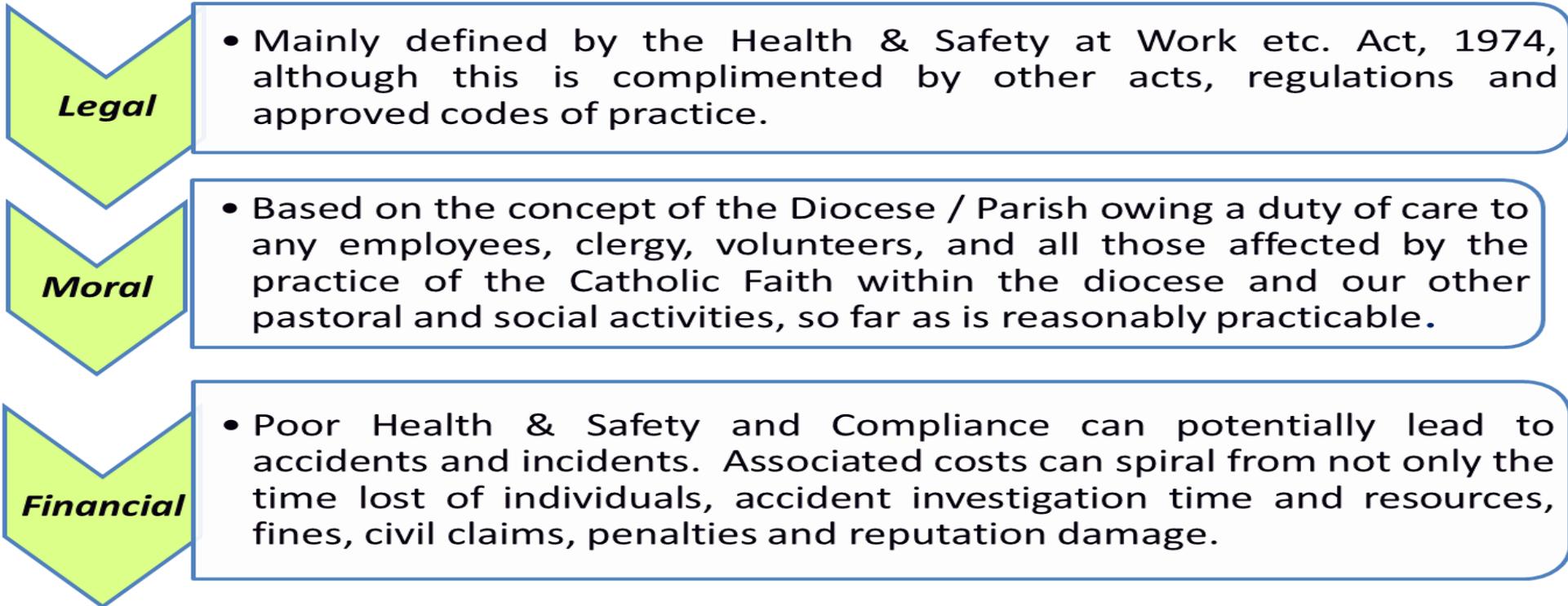
- Once plan developed and needs identified Phase works as necessary
 - Statutory Compliance
 - Essential Repairs and upgrades
 - Improvements
- Diocesan system
 - Application forms (P1, P2, P3, P4)
 - Monthly property meetings
 - Guidance to be sent out - end of the summer
 - Draft system being used now
- Contact us for any advice

Case Study

- Parish Amalgamation
- Three Churches
- Three Presbytery's
- New Parish Priest
- Condition issues
- Site and surplus land issues
- Working closely with Parish group
- Early works completed Strategy in place and future requirements being developed.

Health, Safety and Compliance

Reasons for Good Health and Safety Standards within the Diocese / Parish



Diocesan Health and Safety Gap Analysis

- A gap analysis has been carried out to help us identify what areas of health and safety compliance and performance the Diocese requires for improvement.
- *Findings include:*
 - Health and Safety Policies, Procedures, advice etc. either not in place, not relevant or not effectively communicated;
 - Lack of safety compliance records / documentation;
 - Accident and Incident reporting not effectively managed;
 - Fire safety concerns including Presbyteries with no working smoke alarms, storage of large quantities of combustible materials;
 - No one appointed to carry out or coordinate safety checks / compliance.

Diocesan Health and Safety Strategy

The Diocese's Health, Safety aims to set the strategic direction for health and safety management within the Diocese for the next 3 years (2019 – 2021). Our key aims are to embed three fundamental strategic aims into the fabric of the Diocesans' large portfolio of diverse personnel, activities and properties. These strategic aims are:

- **Culture:** to engender an effective health and safety culture through continuous improvement of attitudes, perceptions, competences, and patterns of behaviour;
- **Coherence:** to embed and ensure policies, procedures, processes, guidance and advice are understood and easily accessible to all our clergy, staff, volunteers and visitors;
- **Compliance:** to ensure the Diocesan adheres to, and carries out all relevant health and safety legislative requirements. The initial main compliance areas for priority will be focused on:
 - *Fire Risk Assessments; Electrical Safety (Fixed Wire Testing), Gas Safety, Asbestos (Management Surveys) a, and General Premises and Activities Risk Assessments, Asbestos (Management Surveys)*

Diocesan Health and Safety Strategy

Progress

- A suite of Policies, Procedures, Technical Guidance and handbook currently under development;
- Safety and Compliance Awareness training being planned for Clergy (Jun/Jul);
- Parish Safety and Compliance questionnaire sent out;
- Encouraging Parish Priests to establish a Parish Property and Safety Representatives;
- Appointed Safety Toolbox Ltd to establish an online safety and compliance management portal for the diocese;
- Appointed Casserley Property Management in a partnership arrangement with a view to them taking oversight responsibility for the co-ordination of statutory compliance across the diocese.

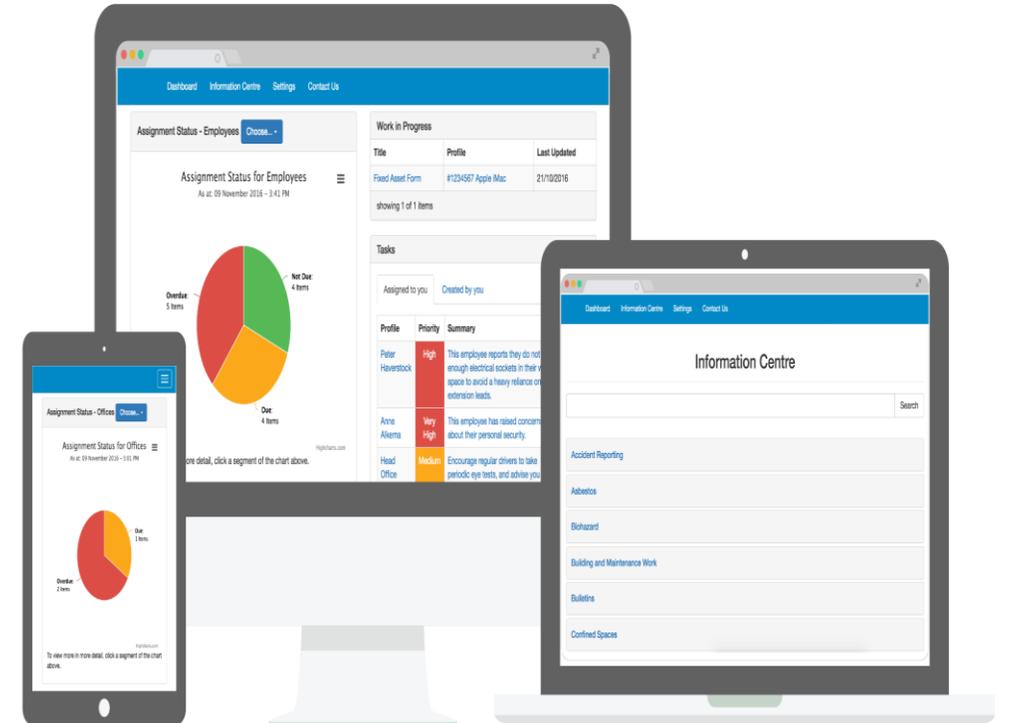
Parish Property and Safety Representative

- We will be seeking to recruit volunteer 'parish property and safety representatives' for each parish to support and assist their parish priest in carrying out his responsibilities for property management and safety compliance in their local churches, parish halls, and other buildings and land owned by the parish;
- The Parish Priest retains full responsibility for all health and safety in his Parish;

Safety Toolbox Online Portal

We have engaged with Safety Toolbox Ltd to provide us with a online portal to record, track and monitor health and safety issues and statutory compliance items. The following module options within the package include:

- Building and Maintenance compliance;
- Online checklists, risk assessments;
- Event Management;
- Scheduling of Works;
- Contractor Management;
- Resource Library.
- Accident Reporting



Accident and Incident Reporting

- We encourage the recording of all accidents and incidents (whether an injury has occurred or not);
- All Serious accidents and serious non-injury incidents must be reported to the Health and Safety Coordinator as soon as possible, who will coordinate any appropriate further action;
- **Telephone:** 0161 817 2216
- **Email:** Safety@dioceseofsalford.org.uk



Contact Details

Property Office

Tel: 0161 817 2203

Email: pims@dioceseofsalford.org.uk

Health and Safety

Tel: 0161 817 2216

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Any Questions