

*St. Hugh of Lincoln
Victoria Road
Knaphill
Woking
Surrey GU21 2AA*



HEALTH AND SAFETY POLICY: 2011

Prepared By Nicki Worley on behalf of nicola worley consultancy

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General Information

This document contains the Health and Safety Policy for:

St. Hugh of Lincoln
Victoria Road
Knaphill
Woking
Surrey GU21 2AA

Date of Health and Safety Policy:

04/10/2011

Date for review of this policy:

October 2012

This document has been prepared in accordance with the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in four sections:

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

This document is endorsed by our Parish Priest: Rev.Mgr.Canon. Jeffrey Scott L.C.L., M.C.L.

To All Employees, Volunteer Workers and Contractors:

The success of this policy depends on your co-operation. Consequently it is important that you read this document carefully and understand your role and the overall arrangements for health and safety. When you have read and understood this policy please sign the appropriate Acknowledgement Form at the end of this document.¹

¹ *This document is licensed for use by Diocesan personnel who are employed or engaged in voluntary work for their parish. As such it may be copied and reproduced for information and training purposes within the Roman Catholic Diocese of Arundel & Brighton only.*

General Statement of Policy

We the Bishop and Trustees of the Roman Catholic Diocese of Arundel and Brighton recognise that effective and efficient management of health, safety and the environment is a management responsibility on an equal footing with other management spheres of operation.

We also recognise that we must comply with our common law and statutory obligations in relation to the environment and to the health, safety and welfare of all those who work for it whether as employees or volunteers and others associated with what we do in our parishes, Diocesan offices, our retreat centre (St. Cuthman's) and in our Diocesan independent schools.

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

Our general statement of policy is to:

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

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

Signature:



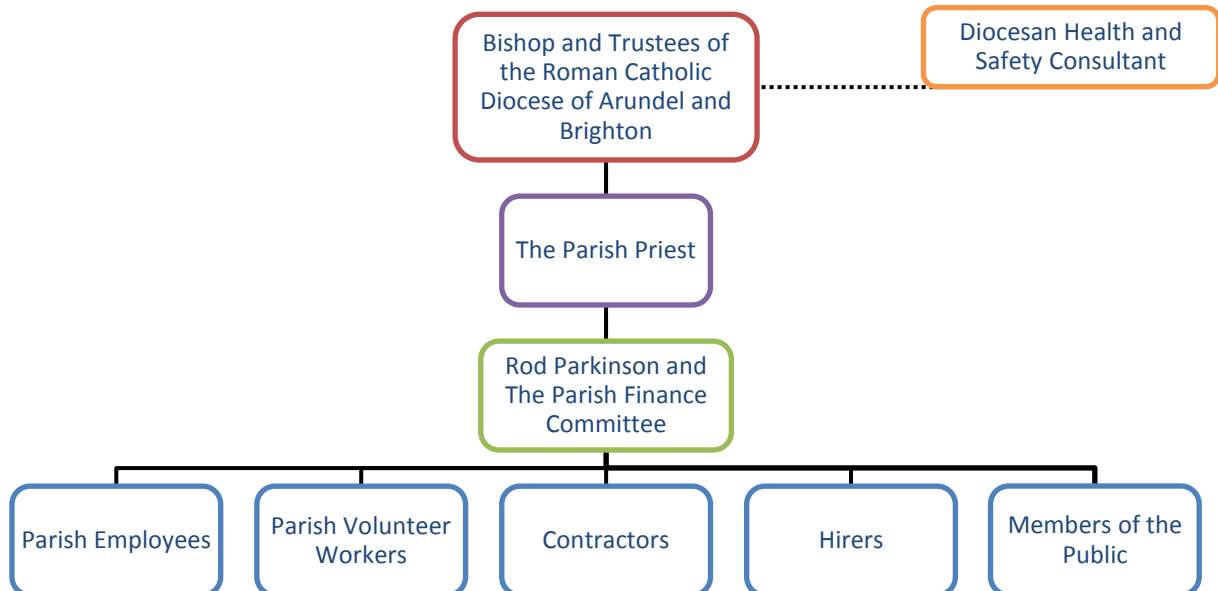
Rev. Mgr. Canon John Hull. Vicar General

For and on behalf of the Diocese of Arundel and Brighton

Date: October 2011

Organisation and Responsibilities

Diagram showing the organisation of Health and Safety responsibility:



Responsibilities of the Bishop and Trustees

Overall responsibility for health & safety is that of **The Bishop and Trustees**, who will provide a suitable health and safety policy statement applicable to all parishes in the Diocese, administrative centres, independent schools and St Cuthman's. They will also provide a framework for the management of health and safety throughout the Diocese (the Diocesan Health and Safety Management Programme) and access to a competent source of information, instruction, supervision and if necessary training to assist Diocesan management to implement the objectives set out in the Statement of Intent.

The Bishop and Trustees are committed to the continual improvement of health and safety management in the Diocese by the regular review of health and safety policy and procedures throughout its premises and by the regular audit of the health and safety management system as a whole. The health and safety policy and procedures are updated accordingly.

Responsibility of the Parish Priest

The Parish Priest has overall responsibility to ensure the health, safety and welfare of all those who use our premises or who are involved in parish activities. How he intends to do this is set out in our parish Health and Safety Statement of Intent and in more detail in the Arrangements section of this document.

The responsibilities of **The Parish Priest** involve:

- Personally adopting and encouraging by example, a safety culture within the parish which encompasses all those involved in the activities of the parish.

- Providing all employees and volunteers with the means to discuss health and safety issues e.g. regular meetings, informal chats.
- Undertaking regular assessments of the risks associated with all aspects of parish life.
- Developing an action plan from the findings of these assessments to enable the constant and continuous improvement of health and safety.
- Ensuring that safety checks are completed and appropriate action is taken.
- Ensuring that all activities are covered by a safe system of work (a recognised, safe procedure to be followed by any one undertaking that activity). Such safe systems of work must be communicated to all relevant persons and be subject to regular monitoring and review to ensure they remain appropriate and are followed.
- Ensuring parish premises and equipment are, as far as is reasonably practicable, maintained in a safe condition.
- Ensuring arrangements for the safe use, handling, storage and transport of articles and substances.
- Ensuring adequate arrangements for welfare facilities for employees and volunteer workers.
- Identifying training to improve safety and ensure such training is undertaken by those concerned.
- Appointing contractors who are competent to carry out the contract to the required standards.
- Ensuring contractors are made aware of health and safety procedures, are notified of known hazards peculiar to the premises and carry out their work without risk to others.
- Ensuring that adequate first aid provisions are available and that these are communicated to all personnel.
- Ensuring all accidents are recorded regardless of whether an injury is sustained, and that all accidents are reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1999 (RIDDOR).
- Following procedures for complaints, security incidents and other emergencies.
- Ensuring that all statutory records, registers and other documents concerning the provision, installation, inspection, testing and maintenance of plant and equipment are kept in accordance with relevant legislation.
- Liaising with enforcement officers over health and safety matters.
- Maintaining an understanding of current relevant health and safety legislation and codes of practice.
- Ensuring that all liability, embracing statutory and business needs is covered by insurance.

Responsibility of the Other Named Parish Personnel or Parish Body

The Parish Priest may delegate the day to day performance of his responsibilities to other church personnel which may take the form of a committee or an individual. The delegated body or individual must be competent to perform their responsibilities or be given access to a source of competent advice.

The performance of some aspects of the Parish Priest's health and safety responsibilities have been delegated to:

Mr Rod Parkinson and The Parish Finance Committee

The responsibilities of this delegated person or body involves:

- Arranging for the parish health and safety policy to be reviewed and updated every 12 months or when there is a significant change to parish personnel, the buildings or activities carried out in them.
- Arranging for the assessment of all significant risks associated with the parish and communicating the findings of risk assessments to relevant parties e.g. employees, volunteers, hirers of the parish hall, contractors.
- Arranging for the regular review and update of risk assessments (every 12 months or when there is a significant change to parish personnel, the buildings or activities carried out in them).
- Ensuring safe procedures for carrying out tasks such as fire evacuation and using equipment such as operating fire extinguishers are compiled, regularly reviewed and updated and that relevant personnel are familiar with your safety procedures.
- Arrange for regular tests and inspections of parish plant such as central heating equipment and equipment such as portable electrical equipment to be carried out and ensure records are kept of all tests and inspection.
- Maintaining the parish accident book and ensuring it is reviewed at least every 12 months.
- Ensuring that reportable accidents and incidents are reported to the Health and Safety Executive Incident Contact Centre in accordance with the requirements of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1999).
- Arranging for the provision of instruction, information, supervision and training of employees, volunteers and other relevant parties e.g. hirers of the parish hall.
- Reporting health and safety information to the Parish Priest. This would include the findings of regular tests and inspections, risk assessment reviews etc.
- Liaising with enforcement officer over matters of health and safety were appropriate.

Responsibility of Contractors

Anyone entering our premises for the purposes of carrying out work, other than an employee or volunteer worker of the parish, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

- Have their own Health & Safety policy (where required by law) and provide a copy of the same which will be retained by the parish.
- Produce evidence that they have appropriate public and employers' liability insurance in place and provide a copy which will be retained by the parish.
- Comply with all the requirements of this health & safety policy and co-operate with the Parish Priest and his authorised delegate(s) in providing an environment in which people can use the facilities of the parish in safety, whether at work or otherwise.
- Take appropriate precautions to avoid exposure to asbestos (see Hazardous Buildings/ Glazing).
- Not to undertake any unauthorised building or maintenance work.
- Where plant and machinery is brought onto parish premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the Parish Priest or his authorised delegate(s). However, responsibility will remain with the contractors.
- Method statements and risk assessments for proposed building and maintenance work will be requested from all contractors and the details discussed to ensure a common understanding of the areas where contractors are permitted to work and the extent of the work they are authorised to undertake.
- Any 'high risk work' carried out on the premises must be carried out using a 'permit to work' and managed appropriately. High risk work includes any hot work, work at high level (above 2 metres) and invasive electrical work.
- All contractors must observe our no smoking policy (see Smoking). Any persons wishing to smoke must do so outside the buildings and dispose of cigarette litter in a manner appropriate to the prevention of fire.

Responsibility of Hirers

Anyone hiring our facilities whether for a financial consideration or not must co-operate with us in maintaining a safe environment for all those who use our facilities. **Hirers** will complete a booking form and agree to our terms and conditions of hire available on application.

Responsibility of the Diocesan Health and Safety Consultant

The Bishop and Trustees employ the services of **Nicola Worley Consultancy** as independent health and safety consultants to provide professional assistance and guidance to support Diocesan management including management within parishes. They are appointed as the Bishop and Trustees competent advisors and help discharge the Dioceses duty under regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The Diocesan Health and Safety Consultant is responsible for keeping the Diocese up to date with occupational health and safety: new and changing health and safety legislation, case law, and best practice.

Responsibility of Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health and Safety Policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures;
2. use protective clothing and equipment when it is required;
3. report any fault or defect in equipment immediately to the appropriate person;
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible;
5. not misuse anything provided in the interests of health and safety.

Contact Information

The Bishop and Trustees

Contact: Rev. Mgr. Canon John Hull VG

Address:

Bishop's House

The Upper Drive

Hove

East Sussex BN3 6NE

Telephone: 01273 506387

The Parish Priest

Contact: Rev.Mgr.Canon. Jeffrey Scott L.C.L., M.C.L.

Address:

95 Victoria Road

Knaphill

Woking

Surrey GU21 2AA

Telephone: 01483 472404

Other Responsible Person(s)

Contact: Mr Rod Parkinson and The Parish Finance Committee

Via the Parish Priest

The Parish Office

Contact: The Parish Secretary

Address:

95 Victoria Road

Knaphill

Woking
Surrey GU21 2AA
Telephone: 01483 472404

To report any accident or incident

The Parish Office

To report any damage, defect or fault with the buildings, the grounds or any equipment provided by the parish

The Hall Administrator (for the Hall)

The Sacristan or Mass Coordinator (for the Church)

The Parish Office or Parish Priest (for all property and grounds)

For queries about our Parish Hall

The Hall Administrator or The Parish Office

Parish Website

Parish health and Safety information is posted on the health and safety page of the parish website
www.sthughoflincoln.org

Diocesan Health and Safety Consultant

Contact: Nicola Worley Consultancy

Address:

Unit 23 Hewitts Estate
Elmbridge Road
Cranleigh
Surrey GU6 8LW

Telephone: 01483 338202

Email: nworley@nwconsultancy.co.uk

Website: www.nwconsultancy.co.uk

Our local enforcing authority is The Environmental Health Department of our local council:

Contact: Woking Borough Council

Civic Offices
Gloucester Square
Woking
Surrey GU21 6YL
Telephone: 01483 755855

Employment Medical Advisory Service Information:

The Medical Advisory Service is a part of the Health & Safety Executive and is able to provide guidance on health matter.

Address:

Phoenix House
23-25 Cantelupe Road
East Grinstead
West Sussex RH19 3BE

Telephone: 01342 334200

Health & Safety Executive

Website: www.hse.gov.uk

Arrangements

The following section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

First Aid

Equipment:

Our first aid boxes are kept in:

- **The Church Sacristy**
- **The Parish Hall Kitchen**
- **The Parish Office**

Basic first aid equipment in the parish hall is by necessity basic. Hirers should ensure that they have provided any additional equipment they are likely to require through their specific use of our facilities.

Treatment:

We endeavour to provide first aid treatment should the need arise during our services, activities and events but because we rely on volunteers we cannot guarantee this. We know that there is usually a competent person available at services in the church and parish events in the parish hall who can provide first aid treatment or manage an emergency until trained help arrives.

People hiring the parish hall are reminded that they are responsible for the provision of first aid treatment.

Accident Reporting

- Our accident books are kept in:
 - **The Church Sacristy**
 - **The Parish Hall Kitchen**
 - **The Parish Office**
- Once you have completed a form in the book you should detach the form and return it to:
 - **The Parish Office**
- We ask all parish personnel and people responsible for groups hiring the parish hall to tell us about any accidents or incidents that occur, whether or not someone is injured, using the accident book.
- We take any accident or incident very seriously. We regularly review our accident records and investigate accidents and incidents to minimise the chance of further occurrences.
- If there is an accident connected with work and an employee, or a self-employed person working on the premises sustains a major injury, or a member of the public suffers an injury and is taken to hospital from the site of the accident we are required by law to report the incident to the enforcing authority via the Health and Safety Executive Incident Contact Centre

(Telephone: **0845 300 99 23** (Monday to Friday 8.30 am to 5pm) or on line at www.hse.gov.uk using form F2058).

- The legislation that applies to this requirement is the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- The accidents which we are required to report under RIDDOR are deaths and major injuries to (e.g. fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances). We must also report any work related accident which results in the injured person being away from work or being unable to carry out the full range of their work duties for more than three consecutive days.
- Certain diseases and other incidents must also be reported under RIDDOR e.g. Legionellosis, certain poisonings electrical fires and boiler explosions.
- **Our Parish Priest** will ensure that any accident or incident reportable under RIDDOR is reported to the Incident Contact Centre and to Bishop's House, Hove who will be able to advise on any further action necessary.
- If we are unsure of whether an accident or incident is reportable under RIDDOR we will contact Bishop's House, Hove or the Diocesan Health and Safety Consultant.

Building and Maintenance Work

- We will ensure that all building and maintenance work is carried out in a safe manner by competent people whether they are parish employees, volunteers or contractors.
- **All contractors** will be asked to cooperate with our parish health and safety policy and particularly to follow our safety rules set out in the 'Responsibility of Contractors' section of this document.
- We will ensure that the requirements of the Construction (Design and Management) Regulations 2007 (CDM) are met for all building work. Where appropriate a CDM Coordinator, Designer and Principal Contractor will be appointed, the Health and Safety Executive will be notified and a Health & Safety File produced.

Display Screen Equipment

- Our policy is to assess the risks to all habitual users of computers and other display screen equipment and to reduce those risks to the lowest level possible.
- People using display screen equipment for parish work are encouraged to take regular breaks, ensure they are able to achieve a comfortable position when using their equipment and that they tell:
 - **The Parish Office or Parish Priest**if they have any problems with their computer equipment or workstation.
- Where appropriate a risk assessment will be carried out. The following factors will be considered when carrying out risk assessments:

- Stability and legibility of the screen
- Contrast and brightness of the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs
- The work station environment
- The user friendliness of the software

Electrical Safety

- Misuse or abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. Accordingly we are committed to ensuring a high standard of electrical safety.
- Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body. In the interim we keep a regular check on the electrical system and encourage people using the system to report any faults, damage or defects to:
 - **The Hall Administrator (for The Hall)**
 - **The Sacristan or Mass Coordinator (for the Church)**
 - **The Parish Office or Parish Priest (for all property and grounds)**
- All of our portable electrical equipment is regularly inspected by a competent person and where appropriate the equipment is subject to combined test and inspection by a competent person who is a member of the NICEIC, ECA or other approved body) to ensure that all appliances are safe. We check portable electrical equipment regularly and encourage people using parish portable electrical equipment to report any faults, damage or defects to:
 - **The Hall Administrator (for The Hall)**
 - **The Sacristan or Mass Coordinator (for the Church)**
 - **The Parish Office or Parish Priest (for all property and grounds)**
- Any unsafe equipment will be removed from use and be either satisfactorily repaired or disposed of safely and with due care to the environment.
- We require that users of our electrical equipment do not attempt to use or repair equipment which they know to be faulty or which appears to be faulty.
- It is our policy that any electrical equipment which is not the property of the parish and is brought onto our premises for use must be safe and fit for purpose. The supplier must be able to demonstrate that the equipment is in a safe condition by providing an appropriate Portable Appliance Test (PAT) certificate if requested.
- We require that electrical equipment is switched off and disconnected when not in use for long periods unless you are specifically advised otherwise.

- We discourage the use of extension cables and socket adaptors. Where the use of such equipment is unavoidable we ask that care is taken to avoid overheating; avoid contact with combustible material and avoid creating trip hazards.

Fire Safety

Our Policy

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

1. To carry out an assessment of the fire risks in our parish buildings and the risks to our neighbours. A copy of our fire risk assessment is kept in:
 - **The Parish Office**
2. To check that a fire can be detected in a reasonable time and that people can be warned.
3. To check that people who may be in the building can get out safely.
4. To check that those in the building know what to do if there is a fire.
5. To provide fire fighting equipment which is easily accessible, serviceable, and well maintained.
6. To carry out regular inspections and maintenance to all our fire protection systems and equipment. Records of inspections and maintenance are kept in:
 - **The Parish Office**

Our General Procedures

- All designated fire exits will be capable of being opened immediately without the need for a key before services or events commence.
- Where occupancy of the building exceeds 60 people in number, an alternative means of escape will be provided.
- Alternative fire exits will be clearly identified.
- All fire exits and escape routes will be free from obstruction at all times when the building is occupied.
- At busy services and events volunteers will be available to assist with our emergency procedures.

Our Emergency Plan(s)

Detailed emergency evacuation information for the church and parish hall is available from the health and safety page of our parish website.

If you discover a fire in the church:

Raise the alarm, advising the **senior person** in the church building and/or the **Parish Office**. **Also advise neighbours and users of other Parish buildings.**

During a service, the **Mass Coordinator or Lead Marshall** will call the Fire Brigade – at other times, the **Parish Office** will make the call.

Provide the operator with the address AND any relevant details – i.e. where the fire is located and whether people are in danger.

Check the building for occupants but without taking personal risk.

Attack the fire if you have been trained to do so using the appliances provided but without taking personal risk.

If it is not possible to attack the fire assist in the evacuation of the building, ensuring that all doors and windows are closed behind you. The general rule is '**People before Property.**'

Evacuate to the assembly area – **The Parish car park behind Rose House on the far side of Victoria Road.**

Ensure clear access for the emergency vehicles.

The parish has a full Emergency Evacuation Plan designed to be used if there is a fire in the church during a service. In case of an evacuation during a service, please follow the instructions of the Marshalls.

If you discover a fire in the parish hall:

Raise the alarm, advising the **hall users** and the **Parish Office**. **Also advise neighbours and users of other Parish buildings.**

Contact the fire brigade via the **Parish Office, mobile phone or a neighbours phone.**

Check the building for occupants but without taking personal risk.

Attack the fire if you have been trained to do so using the appliances provided but without taking personal risk.

If it is not possible to attack the fire assist in the evacuation of the building, ensuring that all doors and windows are closed behind you. The general rule is '**People before Property.**'

Evacuate to the assembly area – **The Parish car park behind Rose House on the far side of Victoria Road.**

Ensure clear access for the emergency vehicles.

Food Safety

- We endeavour to follow good hygiene practice governing the preparation and storage of foodstuffs.
- We endeavour to ensure that all food handlers have access to appropriate information on safe food handling.
- We endeavour to ensure sure that an appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.

- Before any preparation commences all surfaces coming into contact with food should be washed down and disinfected.
- We cannot guarantee that any food provided for consumption by parishioners or visitors is suitable for people with food allergies or intolerances. If you have a food allergy or intolerance you must decide the most appropriate action for your needs.
- We have a kitchen which includes a sink, cooking equipment and refrigeration equipment and where all food preparation for parish activities and events is carried out.
- We ensure that all hirers who wish to provide foodstuffs are advised of our facilities and are encouraged to follow safe procedures to avoid fire, accident and hygiene hazards.

Gas Equipment

Our gas boilers are maintained and checked annually by a competent contractor who is a Gas Safety registered gas installer. Any necessary work required for safety is implemented immediately.

If you smell gas or think that there may be a gas leak somewhere:

- **Call the National Gas Emergency Service (0800 111 999).** This is a 24 hour emergency number.
- Open the windows and doors to let air in.
- Make sure all gas appliances are turned off and turn the gas off at the mains if possible.
- Do not turn lights on or off and avoid using other electrical switches and appliances as this could trigger an explosion.
- Do not smoke, light a match or any other naked flame.

Hazardous Building(s)/ Glazing

- We will ensure, so far as we are reasonably able, that our building(s) are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, our building(s) are inspected regularly including a detailed check carried out every five years by our building(s) surveyor.
- If you discover any fault, damage or defect please report it to:
 - **The Hall Administrator (for The Hall)**
 - **The Sacristan or Mass Coordinator (for the Church)**
 - **The Parish Office or Parish Priest (for all property and grounds)**
- Where necessary, temporary measures will be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
- A check is made of all glazing in the building(s) to ensure that any glass in windows below waist height, in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

Asbestos

- A survey has been carried out to establish the presence of any asbestos containing material in our building(s). Asbestos material was identified, is in good condition and remains in the building. We regularly check the material to ensure it remains safe.
- Where any asbestos is identified, suspected or subsequently discovered in our building(s) and where it remains in place it will be made safe, included on an asbestos inventory located in:
 - **The Parish Office**
- Any identified asbestos will be monitored regularly to ensure it remains in a safe condition. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building will be given to all contractors and anyone else who may be affected.

Hazardous Substances

- Where possible, we have eliminated the use of hazardous substances.
- We only use cleaning and gardening products which are purchased from reputable retailers and which are commonly found in the home.
- We ensure that people expected to use hazardous substances are fully aware of the risks associated with their use and provided with sufficient information, instruction and where necessary training to enable them to use the products safely. This includes the provision of any identified personal protective clothing or equipment (PPE) identified to reduce the risk of harm.
- Anyone using hazardous substances must:
 - Not use any unfamiliar substances.
 - Follow the manufacturer's instructions when using substances.
 - Use any recommended protective equipment e.g. gloves, gauntlets, goggles. This recommendation may be displayed on the packaging of the product or be part of a safe procedure for use of a substance arising from risk assessment.
 - Not mix substances (unless specifically instructed by the manufacturer).
 - Not store substances in unmarked containers.
 - Not leave substances where they could harm others, e.g. young children.
 - Not bring substances onto parish premises unless this has been cleared with:
 - **The Parish Priest**
 - Understand that any substances used on site must be of a recognised proprietary brand.

Lifting and Handling

- We aim to eliminate the need to lift and move furniture and equipment as far as is reasonably practicable.
- Where it is not possible to avoid the need to move loads, we will assess the task, taking into account the task, the individual, the environment and the load to establish a safe system of work.

The following procedure must be followed for all lifting and handling procedures:

1. Think before doing! Ask yourself if you really need to carry out the task and if you do then plan what you intend to do.
 2. Move anything that might get in your way.
 3. Make sure you can see what you're doing.
 4. Make sure you are dressed for what you're doing.
 5. Break up the distance you have to travel with a load
 6. If an object is awkward to manage alone or feels heavy when you lift a corner of it then get help or leave it.
 7. Use lifting and moving equipment if appropriate, making sure you use it correctly. If you don't know how to use the equipment don't attempt the task.
 8. When lifting objects, bend your knees and keep your back straight.
 9. Make sure you have a stable base to stand on when lifting objects.
 10. Carry objects close to your body.
11. Where necessary, training will be provided.

Lighting

- We ensure that a reasonable standard of lighting is available to assist people moving around our building(s) to do so safely.
- We regularly check that lights inside and outside the building(s) are working.
- We have considered the risk to occupants in the event of a power failure or other incident which might render mains lighting to be inadequate. Accordingly we have installed supplementary lighting which does not rely on a mains supply.
- If you discover that a light is not working or notice that a fitting is damaged or faulty please tell:
 - **The Hall Administrator (for The Hall)**
 - **The Sacristan or Mass Coordinator (for the Church)**

- **The Parish Office or Parish Priest (for all property and grounds)**
- Only authorised parish personnel or contractors are permitted to replace bulbs or repair light fittings.

Violence and Harassment

- We have considered the risks to parish personnel working in the building(s) whether working alone, travelling to and from the building(s), accepting persons into their homes and handling cash and other valuables.
- Where appropriate, procedures are drawn up which include appropriate control measures to protect people at risk. Relevant persons are informed of any procedures which affect them.
- All personnel are asked to report any concerns to:
 - **The Parish Priest**
- Concerns will be treated confidentially.

Working Alone

- As far as possible our aim is to avoid lone working. However, we recognise that there may be occasions when it is necessary to work alone at times when the buildings are otherwise unoccupied or to work alone away from the buildings e.g. visiting sick parishioners.
- The following procedures apply to all lone working:
 1. Lone working must be authorised by **The Parish Priest or his authorised delegate**.
 2. The expected duration of the lone working should be established and the worker should agree to ensure a designated person of his/ her choice is expecting to be contacted by a prearranged means at or close to the agreed finish time.
 3. When working in the buildings alone the worker should secure the building or part of the building in which they are working, to prevent access from the outside. The worker should not permit access unless they have verified the legitimacy of the visitor.
 4. A key will be issued to the worker by **The Parish Priest or his delegate**. The key should be returned at a prearranged time.
 5. Clear instructions on securing the buildings should be issued with the key. These must be followed.
 6. For parish employees: Lone working which involves overtime will be managed in accordance with the Working Time Regulations 2008

Safeguarding of Children, Young People and Vulnerable Adults

Our parish is committed to safeguarding children, young people and vulnerable adults in accordance with the procedures issued by the Catholic Safeguarding Advisory Service (CSAS).

- **Our parish Safeguarding Representative can be contacted directly on 07504 513 869 or through The Parish Priest.**

Issues relating to safeguarding may also be referred to:

The Diocesan Safeguarding Officer
Mr Philip Wright
Bishop's House, Hove
Telephone: 01273 241203
E mail: philip.wright@dabnet.org

Safety of Plant and Equipment

The procedures for checking and rules for use are as follows:

- Do not operate plant and equipment that you have not been trained to use or are not authorised to use.
- Do not use equipment for a purpose it was not intended for.
- Switch off equipment before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the equipment is used.
- Check that plant or equipment is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects before you use it.
- Wear any necessary personal protective equipment when operating any item of plant or equipment. If you are not sure whether you need personal protective equipment then check with **The Parish Office**.
- Persons under the age of 18 years may use hand tools only and are not permitted to operate any power driven item of plant or equipment.
- Ladders and other work at height equipment may only be used by authorised personnel and must be used in accordance with the requirements of current regulations.²
- Any defect and damage found to any item of plant or equipment must be reported to:
 - **The Hall Administrator (for The Hall)**
 - **The Sacristan or Mass Coordinator (for the Church)**
 - **The Parish Office or Parish Priest (for all property and grounds)**
- All plant and equipment will be regularly maintained and a schedule kept of maintenance requirements.
- Do not work on your own unless you have a means of communication and have notified someone of the details of the work you are doing and agreed a procedure to ensure your safety is checked on.

² See Work at Height

Risk Assessments

- **The Parish Priest** is responsible for ensuring that risk assessments are carried out, regularly reviewed and updated where appropriate. **Rod Parkinson and The Parish Finance Committee assist The Parish Priest** in the performance of this responsibility.
- We carry out risk assessments on all areas of parish premises and all activities that carry significant risk.
- Copies of our risk assessments are kept in **The Parish Office**.
- We currently carry out a general health and safety risk assessment carried out by The Diocesan Health and Safety Consultant (Nicola Worley Consultancy). This covers all our parish premises and parish activities which carry significant risk.
- Our risk assessments include the identification of measures to remove or reduce the risk of harm. Risk control measures will be selected proportionate to the level of risk.
- We regularly review our risk assessments to ensure they remain valid.

Slips, Trips and Falls

We check our premises regularly in order to reduce as far as is reasonably practicable the risk of slips, trips and falls.

The check includes:

1. Floors and stairs in the buildings.
2. Driveways, paths, steps and ramps in the grounds.
3. Drain covers and other covers.
4. Handrails associated with all steps and ramps.
5. Features to highlight hazards (for example: warning tape, contrasting material, warning signs).
6. Guarding to protect people from falls from a height of 2 metres or more.
7. Furniture and equipment particularly tables and chairs which are regularly moved and/or stacked.
8. Temporary hazards e.g. caused by building and maintenance work, ice and snow etc.
9. If you notice any defect or damage which could cause an accident, however minor, please tell **The Parish Office**.
10. Where it is not possible to immediately remedy a defect temporary measures will be put in place to protect people from injury.

Ice and Snow

- We aim to maintain safe passage though the church's main external routes as far as is practicable within limits of our resources.

- It is expected that parishioners, employees and regular volunteers of the church, and visitors will take due care for their own safety in adverse conditions.
- Priority will be given to entrances, steps and the most used pedestrian routes.
- We aim to apply salt or grit to routes in anticipation of ice or snow to attempt to prevent it forming. Accumulated snow will be cleared when possible.
- Clearance will be as soon as practicable. This will normally be during normal working time.
- If a thaw is expected clearance work will be done only in key areas, eg. Steps and heavily used paths. Salt will be applied if it is expected to refreeze.

Smoking

11. Our smoking policy has been developed to protect all those people using our premises including employees, volunteers, contractors and members of the public from exposure to second hand smoke and to assist in compliance with the Health Act 2006.
12. Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. It is accepted that ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.
13. It is our policy that all our buildings are smoke free, and all people using our facilities either as a place of work or for worship or fellowship have a right to a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises. This policy applies to all employees, volunteers, consultants, contractors and visitors.
14. Responsibility for implementing this policy rests with **The Parish Priest**. However, all employees, volunteers, contractors and visitors are obliged to adhere to and support the implementation of the policy.
15. 'No-smoking' signs are clearly displayed on the entrance to our buildings.
16. **People wishing to smoke must do so outside the buildings.**
17. People smoking outside must ensure they have disposed of their smoking material in a manner which avoids a fire starting.
18. Under no circumstances must waste smoking material be brought back into the building for disposal.
19. All personnel are asked to co-operate with the implementation of this policy. Personnel who do not comply with this policy are in breach of the smoke free law and may be liable to a fixed penalty, fine and possible criminal prosecution.
20. The NHS offers a range of free services to help smokers give up. Visit www.gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 022 4 332 for details.

Work Related Stress

21. It is our policy to determine working methods that avoid excessive exposure to stress.
22. Parish personnel whether employees or volunteer workers are encouraged to work in a manner which reduces the likelihood of work related stress and to report symptoms of stress to the Parish Priest who will treat all cases confidentially.
23. It is our policy to support personnel identified as suffering work related stress, assisting sufferers to consider measures to help resolve issues and seeking advice from occupational health professionals as necessary.

Working at Height

All work requiring a standing height in excess of 2 metres is designated as high level.

Only persons working with the authority of our insurer (Catholic Churches Insurance Association) or professional contractors may work at high level.

Only persons authorised by **The Parish Priest** may use the parish step ladder. Authorised persons must first familiarise themselves with our Code of Practice for Working at Height and the Health and Safety Executive Guide 'Safe use of Ladders and Step Ladders before signing our register of authorised personnel.

Our Code of Practice for Working at Height and the HSE guidance document are both available from The Parish Office or on the health and safety page of our parish website.

