

Parish Health and Safety Policy

This is the Health and Safety Policy for the Roman Catholic Parish of *Christ the Prince of Peace*

Address:

*Christ the Prince of Peace
Portmore Way
Weybridge
Surrey KT13 8JD*

This policy follows on from the Diocesan Health and Safety Policy which is available to view on the [Diocesan website](#).

Date: 22/05/2014

Review Date: 22/05/2015

Signed:

Father Con Foley

Parish Priest

Bishop's Foreword

Central to our faith is the teaching that everyone deserves respect, care and kindness. We must seek to practice this in everything we do, whether it is in connection with our parish, school, chaplaincy or our Diocesan administration. It is a concrete expression of our pastoral duty of care. The fact that we might choose to label some of this practice as 'health and safety' is coincidental.

In this Diocese the duty of care is expressed in the provision of a framework of support and guidance to facilitate our members of the clergy, employees and volunteers to carry out their roles in the service and protection of others to the highest professional standards.

This health and safety policy outlines in detail the expectations this Diocese has of all those who work for it, whether as members of the clergy, employees or volunteers in matters relating to health and safety. This policy also explains what the people who work for or participate in Diocesan activities can expect, namely that they will be treated with respect, care and kindness.

It is essential that we achieve the right balance in how we demonstrate our duty of care. We cannot seek to remove all risk nor is it right or proper that we should. We must strive to manage risk in a proportionate and practical way so that everyone is encouraged to cooperate with our intentions.

For these high expectations and commitments to work will require everyone to work together. We all have a part to play in keeping one another safe and to actively implement this health and safety policy. In this way we might hope to follow the teaching of John 15:12 'This is my commandment, that you love one another as I have loved you.'

I ask that you take the sentiment expressed in this health and safety policy and demonstrate it in all that you do.

The Right Reverend Kieran Conry¹

Bishop of Arundel & Brighton

¹ See main Diocesan Health and Safety Policy for signed original.

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Health and Safety Policy Statement

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

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

Our general statement of policy is to:

- 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 and other relevant persons 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, organisation and arrangements for implementation in the light of any changes.

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

Signature:

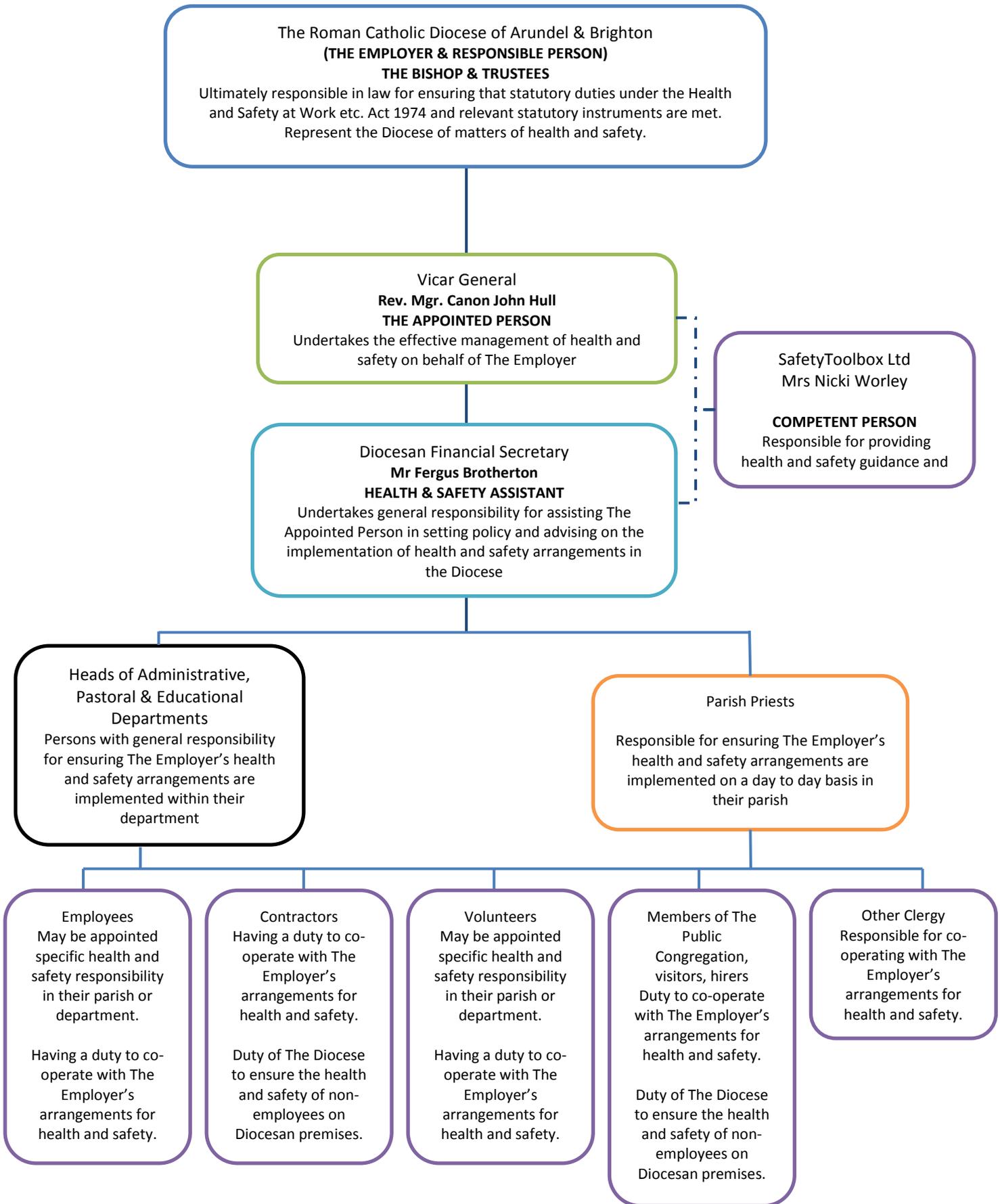
The Right Reverend Kieran Conry²

Bishop of the Diocese of Arundel & Brighton

Date: May 2014

² See main Diocesan Health and Safety Policy for signed original.

Health and Safety Roles and Responsibilities



Details of the organisation and arrangements for health and safety in this Diocese are contained in The Diocesan Health and Safety Policy available on the [Diocesan website](#).

- Overall and final responsibility for health and safety in the Diocese is that of The Bishop and Trustees (The Employer and Responsible Person).
- Overall responsibility for implementing the Diocesan Health and Safety Policy in this parish is that of The Parish Priest.

Responsibilities of Parish Priests

Parish Priests are responsible for implementing this health and safety policy on a day to day basis within their parishes. This includes:

- Personally adopting and encouraging by example, a safety culture within the parish which encompasses all those involved in the activities of the parish.
- Providing employees, volunteer workers and other relevant persons access to a copy of this document and establishing by reasonable and appropriate means that the information contained therein has been read and understood.
- Providing all employees and volunteers with the means to discuss health and safety issues e.g. regular meetings, informal chats.
- Identifying the hazards associated with the activities of the parish and undertaking regular assessments of the significant 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 at regular intervals and appropriate corrective action is taken where necessary.
- Ensuring that the activities of the parish are carried out in a safe manner. That those involved in the activities know how to work safely and that safety measures are 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 any information, instruction, supervision and training necessary to improve safety and ensuring that these are delivered to relevant personnel.
- Managing contractor so as to avoid additional risk to employees, volunteers, members of the public and the contractor.
- 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 2013 (RIDDOR).
- Investigating accidents, incidents and ill health of which they are made aware to avoid recurrences.
- Establishing 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 and that a copy of a copy of the current employer's liability insurance is clearly displayed on the premises.

Responsibility of Other Clergy, Employees and Volunteer Workers

All employees of the Diocese have a duty to co-operate with the Diocesan Health and Safety Policy Statement including to:

- Familiarise themselves with the information contained in this policy and other related documents e.g. Diocesan Health and Safety Policy document.
- Understand their responsibilities for health and safety.
- Cooperate with The Diocese in meeting its statutory health and safety duties.
- Take reasonable care of themselves and others who may be affected by their acts or omissions.
- Not intentionally or recklessly interfere with or misuses anything provided in the interest of health and safety.
- Report all accidents, dangerous occurrences and near misses.
- Understand all emergency procedures applicable to the premises or area in which they are working.
- Only use plant and equipment with which they are familiar or if necessary have received training in the use of or for which they have been authorised.
- Use all plant and equipment for the purpose intended in accordance with the manufacturer's instructions and report any defects immediately.
- Use all and maintain equipment provided for personal safety in a condition fit for that use, and report any defects immediately.
- Report any condition which in their opinion is a danger.

Responsibility of Contractors

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

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

- Have their own Health and 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.
- Demonstrate that they are competent to carry out the task for which they are engaged. This may be by reference to membership of a recognised trade association, references from other customers, evidence of qualifications held etc.
- Comply with all the requirements of this health and safety policy and co-operate with the parish or their authorised delegate(s) in providing an environment in which people can use the premises in which the work is being carried out whether at work or otherwise.
- Not commence work until they have received a safety induction specific to the premises where they are working and given by an authorised person e.g. Parish Priest or Parish Committee Member.
- Take appropriate precautions to avoid exposure to asbestos.
- Not undertake any unauthorised building or maintenance work.
- Where plant and machinery is brought onto Diocesan 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 engaging party or their 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 hazard work' carried out on Diocesan premises must be carried out using a 'permit to work' and managed appropriately. High hazard work includes any hot work, roof work etc.
- All contractors must observe the smoking arrangements in force on the premises where they are working. Usually this will require no smoking inside the premises and the disposal of waste smoking materials in a manner appropriate to the prevention of fire.

Responsibility of Persons Hiring Diocesan Premises

Anyone hiring Diocesan premises e.g. Church Hall whether for a financial consideration or not must co-operate with the terms and conditions imposed by the person in control of the hired premises e.g. the Parish Priest.

Hirers will be provided with safety critical information prior to their first use of the premises and advised of new conditions as these occur where the hire is long term.

Consequences of not co-operating with health and safety requirements

It is the policy of this Diocese to consider disciplinary action against those who do not fulfil their legal duties whilst at work. If as a result of your failure to co-operate with our health and safety requirements another person is harmed then you may be subjected to legal proceedings.

Contact Information

If you have a health and safety query or concern, feel free to contact any of the following:

1. The Diocese of Arundel & Brighton

Rev. Mgr. Canon John Hull VG OR Mr Fergus Brotherton
Bishop's House
The Upper Drive
Hove
East Sussex BN3 6NE
Telephone: 01273 506387

2. Your Parish Priest or Parish Health and Safety Representative (if you have one)

The Parish Priest
Priest's House
Portmore Way
Weybridge
Surrey KT13 8JD
Telephone: 01932 842643

3. The Environmental Health Department of your Local Authority

Elmbridge Borough Council
Civic Centre
High Street
Esher
Surrey KT10 9SD
Telephone: 01372 474474

4. The Health and Safety Executive

Phoenix House
23-25 Cantelupe Road
East Grinstead
West Sussex RH19 3BE
Telephone: 01342 334200

5. Diocesan Competent Person

Mrs Nicki Worley
SafetyToolbox Ltd
Unit 23 Hewitts Estate
Elmbridge Road
Cranleigh
Surrey GU6 8LW
Telephone: 01483 338202
Email: nicki@safetytoolbox.co.uk nworley@nwconsultancy.co.uk
Website: www.safetytoolbox.co.uk

Health and Safety Arrangements

General Health and Safety

- We are committed to maintaining safe and healthy working conditions for our employees and volunteers and for members of the public using our facilities.
- We provide toilets and hand washing facilities which are kept clean.
- We provide facilities for the people who work for us to make hot and cold drinks, including a supply of drinking water. Our kitchen facilities are clean and well maintained.
- We provide safe plant and equipment by making sure these are fit for purpose, well maintained by competent persons and operated by people who know how to use them correctly.
- We avoid the use of harmful substances but where these are necessary we make sure they are stored and used correctly.
- We need everyone who uses our buildings whether for work or hire to tell us if they notice something which is unsafe in order that we can do something about it. We make sure that damaged and defective buildings or equipment are put right or made safe quickly.

Accidents and Ill health

- We are committed to the prevention of accidents and cases of work related ill health and provide adequate control of health and safety risks arising from work activities.
- We do this by identifying the significant hazards associated with our work activities and carrying out risk assessments to identify how people might be harmed and what we do to prevent harm. Where we identify a need for further action this is noted and a process established to implement that action.
- We keep our risk assessments under regular review to take account of changes to personnel, activities, buildings and equipment and changes in statutory duties.
- All accidents and incidents of which we are made aware are investigated to determine the causes and any actions necessary to prevent a recurrence.
- Where we are made aware of ill health which an employee or volunteer believes to be work related, it is investigated in a similar way as other untoward incidents, with occupational health advice being obtained as necessary.
- Serious accidents, incidents and ill health which are reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** which occur in the parish will first be reported to The Diocesan Financial Secretary at the earliest opportunity. Serious injuries and fatalities will be reported to the Health and Safety Executive (HSE) Incident Contract Centre without delay using the appropriate form from the HSE [website](#). If such an incident occurs out of office hours the Parish Priest or his delegate will report the accident to the HSE and contact the Diocesan Financial Secretary as soon as possible thereafter.

First Aid

- First aid box(es) are located **The Parish Office**.
- An accident book is located in **The Parish Office**.
- Completed forms should be removed from the accident book and returned to **The Parish Office**

- We try to make sure that there is someone available during services in the church and at the events and activities we provide as a parish, who is competent to provide first aid treatment or manage the situation until trained help arrives.

Competence

- We make sure that our employees, volunteers and contractors are competent to do their work.
- By competent we mean that they have the skills, knowledge, experience, aptitude and if necessary formal qualifications and training to carry out the task and to know the limits of their abilities.
- We make sure that contractors and new employees and volunteers are given important safety information when they first join us.
- New hirers of our church hall are also provided with safety critical information prior to their first use of our facilities.

Consultation

- We engage and consult with the people who work for us whether they are employees or volunteers on day to day health and safety matters and provide advice and supervision where appropriate. We do this formally at our various committee meetings and informally during general discussions.

Emergency Procedures

- We make sure that we are prepared in the event of fire. Our emergency plan is:

If you discover a fire:

1. Raise the alarm by operating the nearest fire alarm call point.
2. Remember to warn occupants of neighbouring building(s) who are likely to be at risk if the fire spreads.
3. Call the fire brigade by dialling 999 from the nearest available telephone.
4. Clear the building and switch off any plant or equipment which might make the fire worse e.g. cooking equipment, ventilation equipment but without taking personal risk.
5. Attack the fire if you have been trained to do so using the appliances provided, but without taking personal risk.
6. Evacuate the building by the nearest available exit to the fire assembly point which is the **Green outside the Presbytery**
Try to close all doors and windows behind you as you leave, without taking personal risk
7. **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
8. **AWAIT THE FIRE BRIGADE AND DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**

- We make sure that there are people available during services in the church and at parish activities and events which we organise to assist with the implementation of our emergency plan.

Monitoring, review and revision

- We check regularly that our safety measures are being carried out and take appropriate corrective action if necessary.
- We review our health and safety risk assessments and procedures at least every 12 months or sooner if things change substantially. Where changes occur we update our risk assessment and procedures accordingly.

