



Roman Catholic Archdiocese of Southwark
**Health and Safety Policy
and Guidelines: 2021**

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Archbishop's Foreword

Dear Friends

The people and communities of our Archdiocese are fortunate to be served by so many dedicated and faithful clergy, supported by our central services. In changing times, the need for priestly ministry is as important as ever, as is the need to demonstrate care and respect for every person involved in our local Catholic parishes, schools, religious communities, and Church activities.

We are fortunate to have particular structures in place to help each of us serve the Church's mission. By now we are familiar with our safeguarding policies and procedures, and how these are to be implemented. We know we need to become familiar and comfortable with our new health and safety provision. We believe that every person is created in God's image and likeness and therefore is deserving of respect. What we believe is also expressed in our legal, moral, and ethical duty to look after everyone's safety, welfare, and health – whenever they are in our care – so that the chance of someone suffering any kind of injury, or work-related ill health is minimised.

The Archdiocese is required to meet the obligations specified in both civil legislation and canon law. Under canon law, the Parish Priest/Parochial Administrator is entrusted with the care of souls within his parish, and this includes all visitors to the parish. Assisted by Parish Representatives, it is his duty to ensure that all health and safety matters have been considered and that identified risks have been mitigated in every way possible.

The framework of health and safety support and guidance that follows in this policy seeks to enable us all, members of the clergy, religious, employees and volunteers, and parishioners, to carry out our duties in the service and protection of others to the highest possible standards.

This health and safety policy document outlines in detail the expectations the Archdiocese of Southwark has of all those who work for it, or serve within in, whether as trustees, clergy, religious, employees, volunteers, and parishioners, in all matters relating to health and safety.

As you will discover, our duty of care needs to be demonstrated in sensible, proportionate, and practical ways, so that everybody is encouraged to be part of the life and mission of our local Church. As with safeguarding, a care towards health and safety responsibilities has to be an essential part of how we understand and conduct ourselves as an Archdiocese.

I am pleased to launch our renewed Health and Safety Policy and, with it, new provision with *Safety Toolbox*. I hope that everyone's engagement will be a real help to cultivating safe and healthy procedures across all our parishes and communities. I am grateful to everyone involved in supporting the health, safety, and welfare of all those working in, or visiting, our churches and facilities. I ask that you take to heart the provision expressed in this health and safety policy booklet. We all must take responsibility for this in every aspect of Church life.



Archbishop John Wilson

Metropolitan
Archbishop of
Southwark

February 2021

Introduction

The Archdiocese of Southwark ('the Archdiocese') recognises its legal obligations to ensure the health, safety, and welfare of its clergy, paid and other workers and all those affected by the practice of the Catholic Faith within the Archdiocese 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 Archdiocese base both their commitment to Health and Safety and their compliance with legislation.

The Archdiocese is committed to seeking to ensure the development of a positive safety culture by integrating awareness of health and safety requirements into everyday work and faith activities, and management systems. To this end, individual Trustees members of the clergy, paid and other workers and visitors are encouraged and supported to take care of their own health and safety and have due regard for the health and safety of others.

Scope and 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.

This Policy and associated guidelines apply throughout the Archdiocese including our premises, activities and the people involved.

This document comprises four sections:

- **Section 1 - General Statement of Policy** – signed by the Archbishop, and confirms The Trustees commitment towards Health, Safety and Welfare within the Archdiocese
- **Section 2 – Roles and Responsibilities** – contains details of roles and responsibilities for the management of Health and Safety throughout the Archdiocese
- **Section 3 - Arrangements to deliver this policy** - developed to support this Policy and outlining the broad aims and objectives for managing specific health and safety risks
- **Section 4 – Risk Management and Performance Monitoring and Review** – explains the risk management strategy in the Archdiocese and how we intend to monitor and measure our performance to meet our health and safety goals.

Dissemination and Implementation

For health and safety management to be effective within the Archdiocese, this policy needs to reflect our aims and objectives, be accessible to all stakeholders and be integrated into everyday working practice.

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

- Signed off by the Trustees
- Subject to periodic review by the Property and Health & Safety Committee
- Made available by the best practical means to clergy, contractors, RCAOS paid and other workers with specific responsibilities detailed in the document; and
- Available to all stakeholders on request (in an appropriate format).

Advice, Information and Guidance

Further advice, information or guidance on health, safety or statutory compliance can be obtained by contacting any of the following:

- **Competent Person: SafetyToolbox Ltd**
Email: support@safetytoolbox.co.uk
Website: <https://www.safetytoolbox.co.uk/>
- **Health & Safety**
• Email: davidsmith@rcaos.org.uk
- **Property Office**
• Email: property@rcaos.org.uk
- **Clergy Welfare**
• Email: priestswelfare@rcaos.org.uk
- **Human Resources**
• Email: hr@rcaos.org.uk
- **Safeguarding**
• Email: safeguardingoffice@rcaos.org.uk
- **The Health and Safety Executive (HSE)**
Website: <http://www.hse.gov.uk>

Approval

This policy was approved by the Diocesan Board of Trustees on:
The next review is due on or before:

28th April 2021
27th April 2022

Section 1 - General Statement of Policy

It is the policy of the Roman Catholic Archdiocese of Southwark CIO to secure so far as reasonably practical the health, safety and welfare of all who work for the Archdiocese either in a paid or voluntary capacity and to protect members of the congregation, visitors and others who may be affected by our activities.

We, the Trustees of the Archdiocese, seek to:

- Ensure so far as reasonably practicable a safe place and systems of work for paid and other workers to prevent personal injury, work related ill-health and damage to property.
- Protect our congregations, visitors and other members of the public who may use our offices, parishes and other associated buildings.
- Ensure safe plant and equipment is used within Parishes, encourage safe handling of hazardous materials and substances and provide adequate safety equipment.
- Ensure a systemic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing paid and other workers of the correct procedures to maintain a safe environment.
- Inform all clergy, paid and other workers of their personal responsibilities to take due care of the health and safety of themselves, and to avoid endangering other persons by their acts or omissions.
- Ensure that all clergy, paid and other workers are competent to undertake the tasks expected of them and can access appropriate instruction, training and supervision where necessary.
- Consult with clergy, paid and other relevant persons, on matters affecting their health and safety.
- Continually monitor health and safety and, if necessary, revise policies and procedures to ensure health and safety standards are maintained.

All who undertake work for the Archdiocese are expected to act responsibly to prevent injury or work-related ill-health to themselves and others, and to co-operate with the Archdiocese in all matters relating to health and safety and the environment.

Signed: Metropolitan Archbishop John Wilson
(on behalf of the Trustees of the Roman Catholic Archdiocese of Southwark CIO)

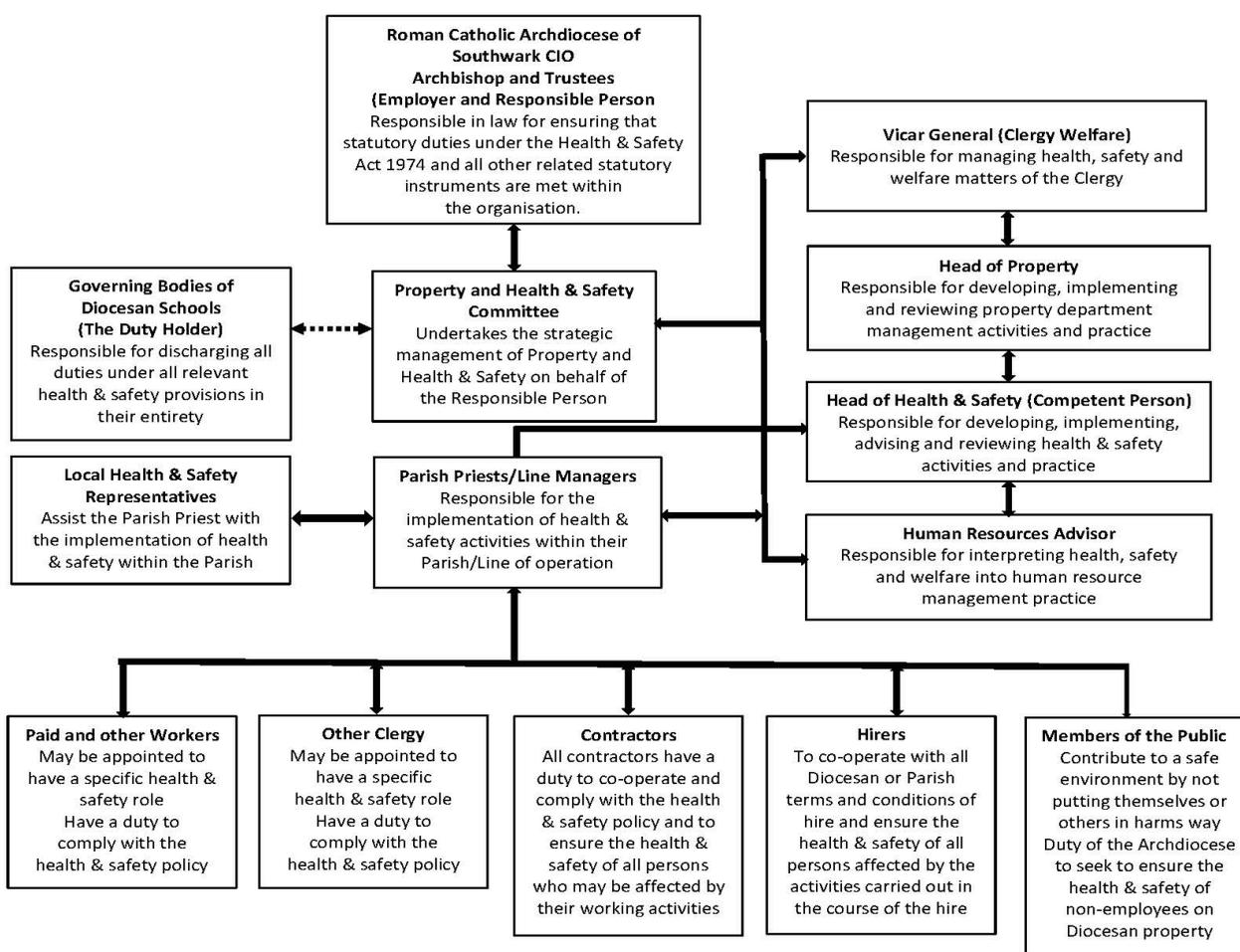
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Date: February 2021

Section 2 - Roles and Responsibility for Health and Safety

Health and Safety Organisational Chart



The Archbishop and The Trustees (The Employer and Responsible Person)

The Archbishop and The Trustees represent the Archdiocese on health and safety matters and have a general duty of care to protect the health, safety and welfare of paid workers and other people who might be affected by the activities of the Archdiocese. The Trustees provide leadership in the provisioning of suitable and sufficient health and safety management arrangements.

The commitment and authority of The Trustees is summarised in the [General Statement of Policy](#) signed by the Archbishop of Southwark.

To discharge their obligations, The Trustees seek to:

- provide a written health and safety policy statement setting out the commitment to health and safety matters in the Archdiocese;
- provide a clear organisational structure for health and safety within the Archdiocese to facilitate the implementation of the Health and Safety Statement including the appointment of a Property and Health & Safety Committee and Competent Person, delegated by The Trustees to ensure, so far as is reasonably practicable, that the hazards associated with the activities of the Archdiocese are identified through risk assessment and that activities are planned to remove or reduce the risk of injury or loss;
- ensure that health and safety management is adequately resourced; and
- establish health and safety as a regular agenda item at meetings of The Trustees to enable them to be kept informed of progress and matters which warrant their attention.

Property and Health & Safety Committee

The Property and Health & Safety Committee is the body appointed to oversee the implementation of the Health and Safety strategy in the Archdiocese.

The Committee comprises the following and anyone else co-opted from time to time:

- Trustee (Chair)
- Lay Trustee
- Chief Operating Officer
- Finance Director
- Head of Property (post to be renamed)
- Head of Health & Safety (post to be renamed)
- Parish Priest
- Cleric or Lay person with H&S, Property or Legal experience
- FAR (Finance and Risk) Committee member
- An additional Cleric with suitable skills

This appointment will be made formally at a meeting of The Trustees.

The Property & Health & Safety Committee assists and advises The Trustees in the discharge of their health and safety responsibilities. This includes seeking to:

- ensure that all liability, embracing the statutory and business needs of the Archdiocese is covered by insurance
- ensure preparation and production of a suitable a health and safety policy and guidelines
- establish, monitor and review an appropriate management system for health and safety
- establish and maintain an accurate risk profile for the Archdiocese and an action plan to manage risk

- provide a regular report to The Trustees on health and safety matters which warrant their attention.

The Property Manager

The Property Manager is responsible for the activities of the Property Office, has line management responsibility for the Head of Health & Safety and is a member of the Property and Health & Safety Committee.

Working with The Trustees and the Property and Health & Safety Committee, the Property Manager seeks to develop, implement and review a suitable Diocesan Health and Safety Management system and arrangements which assists The Trustees to discharge their health and safety obligations.

Working with the Property Office team, including the Health & Safety Manager, the Property Manager seeks to provide advice and establish robust property management practices including the development of contractor management practices across the Archdiocese.

Head of Health & Safety (The Competent Person)

The Head of Health & Safety is appropriately qualified and is part of the Property Office team and also a member of the Property and Health & Safety Committee.

In addition to the responsibilities associated with membership of the Property and Health & Safety Committee, the Head of Health & Safety role includes to:

- monitor health and safety performance via Safety Toolbox Online and proactively approach Parish Priests/ Line Managers to offer support in discharging their health and safety responsibilities
- establish and co-ordinate an adequate process for the distribution of information and where necessary arrange training or access to competent advice in order that all those with a role in the management of health and safety are adequately supported
- report health and safety performance to the Diocesan Property and Health & Safety Committee and assist in the identification and implementation of measures to maintain/ improve adequate health and safety standards
- provide competent advice and support on the management and implementation of health and safety across the Archdiocese to the Health and Safety and Property Sub Committee
- report serious accidents and incidents to the Health and Safety Executive Incident Contact Centre and coordinating an investigation into the root causes of the accident the aim to avoid recurrences and
- seek to ensure that relevant health and safety requirements are properly discharged in respect of building, repair and maintenance work e.g. Construction (Design and Management) Regulations, 2015 (CDM15) at premises directly under their control and encourage Parish Priests/ Line Managers to do the same

The Human Resources Advisor

Working with the Head of Health & Safety and the Property Manager to integrate health, safety and welfare into human resources management practices in the Archdiocese.

Vicar General Clergy Welfare

Responsible for the management of risks relating to the personal safety and well-being of the clergy including such matters as working alone, work related driving and work-related stress. Where appropriate, the Vicar General will liaise with the Head of Health & Safety, the Property Manager and the Property and Health & Safety Committee on matters relating to buildings and property.

Parish Priests¹ and Line Managers

Parish Priests and Line Managers are responsible for implementing this health and safety policy and overseeing health and safety matters on a day-to-day basis within the parish/ department/ service they manage. **This responsibility and accountability cannot be delegated to others e.g., the Local Health and Safety Representative.**

Responsibilities include to:

- adopt and encourage by example, a culture which facilitates everyone affected by health and safety issues to participate in providing and maintaining a health and safety environment for all
- establish a practical and effective means for people to report health and safety concerns e.g. defective equipment, defective premises etc and communicating these to relevant persons
- ensure that, where appropriate, safety procedures are in place e.g. lone working, fire procedures etc. Such procedures to be communicated to all relevant persons and to be subject to regular monitoring and review to ensure they remain appropriate and are followed
- provide paid and other workers with the means to discuss health and safety issues e.g. regular meetings, informal chats
- implement first aid and accident reporting arrangements in line with Diocesan requirements (See Arrangements Section: Accidents/ Incidents and First Aid);
- assist with the identification, assessment and management of the significant hazards associated with the activities of their parish/ department or service and the regular assessments of these risks
- manage the appointment of contractors to avoid additional risk to paid and other workers, persons hiring facilities, visitors and members of the public and to the contractor and the contractor's personnel
- ensure that property within their control which is rented, leased or licenced to a third party whether for financial consideration or not, is reported to the Property Office and to cooperate with Diocesan requirements in respect of the management of such property;
- where appropriate, advise the appropriate 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 parish/ department or service
- seek the advice of The Head of Health & Safety on health and safety matters of which they are unsure or where they are advised of a need to obtain competent advice; and

¹ And those equivalent to them in law

- where appropriate, ensure that a copy of the current Employer's Liability insurance is clearly displayed on the premises.

Issues relating to clergy health, safety or welfare should be directed to the Vicar General responsible for clergy welfare or The Archbishop.

Additional responsibilities of Parish Priests

In addition to the responsibilities outlined above, Parish Priests should also be aware of the following additional responsibilities to:

- seek to appoint a Local Health and Safety Representative or Representatives to assist with health and safety matters and informing the Head of Health & Safety of who those persons are or advise where no such appointment can be made
- provide the Local Health and Safety Representative(s) with adequate information and where necessary, training to enable them to carry out their role effectively
- establish health and safety as a regular agenda item on the Parish Finance/ Premises Committee; and
- seek to ensure the Parish Safety Toolbox Online account is kept up to date including:
 - having access to all Profiles (a term used within the Online system to represent a group of tasks which could relate to anything from a Church or other buildings to an activity, event or person), relating to the Safety Toolbox Parish Online account
 - maintaining an accurate identification of risk by the regular review of online Set Up Questionnaires
 - maintaining inspection, test and maintenance requirements in line with review frequencies described on the Safety Toolbox Parish Online account
 - completing and regularly reviewing risk assessments in line with review frequencies described on the Safety Toolbox Parish Online account OR when a significant change occurs impacting the accuracy of the previous assessment e.g. change in occupancy, activities carried out, layout of premises; and
 - following up on tasks arising from inspection, test and maintenance and from risk assessment in a timely manner and recording progress to provide an audit trail to completion or closing (via online tasks in the Safety Toolbox Parish Online account).

Local Health and Safety Representative

The role of the Local Health and Safety Representative is to assist the Parish Priest/ Line Manager in the discharge of their health and safety responsibilities. **The Parish Priest retains full responsibility for health and safety in their parish/ department/ service and cannot delegate this obligation elsewhere.**

The role includes to:

- adopt and encourage by example a positive approach to health and safety and encourage others to do the same
- familiarise themselves with the role, taking part in training provided by the Archdiocese 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 either their Parish Priest/ Line Manager or the Health & Safety Manager
- keep the Parish Priest/ Line Manager informed of health and safety performance by the best practical means e.g. regular meetings and reporting health and safety information such as accidents, incidents, findings of risk assessments including where corrective action is identified

- assist the Parish Priest/ Line Manager in establishing and communicating procedures to protect people working for The Diocese and those who are participating in the activities of the parish e.g. paid and other workers, people hiring parish facilities, contractors and members of the public
- monitor the Accident Book and coordinating the investigation of minor accidents and incidents to identify root causes and avoid recurrences and
- ensure serious accidents and potentially serious non injury incidents are reported to the Head of Health & Safety at the earliest opportunity (See Arrangements section: Accidents/ Incidents and First Aid).

NOTE: It is anticipated that Local Health and Safety Representatives, particularly in parishes, are likely to be volunteers. Occasionally they may be paid workers whose role incorporates health and safety responsibilities. Representatives are also likely to have little previous health and safety knowledge or experience. People who typically fulfil this role are often able to bring professional qualifications, knowledge, skills and experience which supports them in this role. Useful skills and attributes for such a role include:

- a commitment to safety, health and welfare
- a good working knowledge of the parish/ department/ service, what goes on and how activities are run
- good communication and organisation skills and
- basic IT skills and access to a computer or tablet.

Persons appointed as their Local Health and Safety Representative should be aware that, provided they act within the terms of reference outlined above, the Diocesan insurance policy covers them for civil claims made against them personally as a result of their activities associated with this role. For further information about Diocesan insurance cover please contact the Property Office.

Resources to assist Local Health and Safety Representatives are provided by the Archdiocese in the form of Safety Toolbox Online, access to The Competent Person for specific health and safety advice, face to face forums, seminars and training sessions. The Diocesan health & safety team are also available to advise and provide support to Parishes in health & safety matters.

Other Clergy, Paid and Other Workers

All clergy, paid and other workers of the Archdiocese have a duty to co-operate with the Diocesan Health and Safety Policy Statement including to:

- familiarise themselves with the information contained in the Diocesan Health and Safety Policy and Guidance document
- understand their responsibilities for health and safety
- operate within the limits of their competence
- cooperate with The Trustees in meeting their 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 misuse anything provided in the interests of health and safety
- report all accidents, dangerous occurrences and ill health they believe to be related to the work they undertake for the Archdiocese to their line manager, Parish Priest, Vicar General or Archbishop as appropriate
- 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
- use and maintain all equipment provided for personal safety in a condition fit for that use and report any defects in a timely manner; and
- report to their Parish Priest/ Line Manager any condition which in their opinion is a danger

Governing Bodies of Diocesan Schools

The term 'school' means all Catholic schools and colleges, including schools in the trusteeship of a religious order. This includes maintained schools, academies in England, independent schools, sixth form colleges and non-maintained special schools.

The Governing Body, whose undertaking is the day to day running of the School, is the duty holder for the purposes of health and safety legislation and must discharge all of its duties as duty holder under all relevant health and safety provisions in their entirety. If any health and safety duties rest or remain with the Trustees, the Trustees nominate and appoint the Governing Body to take all steps necessary to discharge that duty on the Trustees behalf.

Contractors

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

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

- discharge their undertakings in a safe manner, within relevant health and safety laws, codes and standards
- conduct themselves in a manner sympathetic and respectful to the environment in which they are working
- have their own Health and Safety policy (where required by law) and provide a copy of the same which will be retained by the engaging party
- produce evidence that they have appropriate public and employers' liability insurance in place and provide a copy which will be retained by the engaging party
- demonstrate that they have the skills, knowledge and experience to carry out their work competently. This may be by reference to membership of a recognised trade association, references from other customers, evidence of qualifications held etc.
- comply with all contractor requirements of the Archdiocese health and safety policy in place 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. Parish Priest or his authorised delegate
- take appropriate precautions to avoid exposure to asbestos
- not undertake any unauthorised building or maintenance work
- where plant and machinery are 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

- any activity deemed to carry a higher risk undertaken on or within Diocesan property, must be carried out using a 'permit to work' and managed appropriately. High risk activities include all hot works, working at height, electrical or gas works and within confined spaces e.g. within drainage pits or areas difficult to access and egress; and
- 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.

Individuals or Organisations Hiring Diocesan or Parish Premises

An individual or organisation hiring Diocesan or Parish premises e.g. the Church Hall, whether for a financial consideration or not, must co-operate with the following in addition to any additional terms and conditions imposed by the person in control of the hired premises e.g. the Parish Priest:

- report any accident or unsafe condition of which they become aware during their hire to the person in charge or as instructed within the terms and conditions of hire
- be aware of the emergency procedures applicable to the premises being hired and have made suitable provisions to implement these. Hirers should undertake their own risk assessments for general usage and fire
- be aware that the hirer is responsible for any loss or damage caused whilst using Diocesan premises. Private hirers may wish to purchase public indemnity insurance cover to protect against costs incurred in the event of loss or damage. Commercial hirers and contractors providing a service or attraction and engaged by a hirer must ensure they have public indemnity insurance with a minimum limit of indemnity of £5 million. Proof of insurance should be given to the parish before confirmation of hire is signed; and
- in all cases, the hirer must ensure their activities are in sympathy and respectful of the teachings of the Catholic Church and will not cause offence.

Template hire agreements authorised for use in the Roman Catholic Archdiocese of Southwark CIO are available from the Rental Property section of Safety Toolbox Online or by request from the Diocesan Property Department at property@rcaos.org.uk

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 members of the clergy, paid and other workers, contractors and members of the public.

These arrangements are designed to demonstrate a level of commitment to managing hazards and risks across our Archdiocese. 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 Arrangements

1. Accidents/ Incidents and First Aid

As a minimum we seek to ensure that a first aid box and a person appointed to take charge of first aid arrangements such as calling an ambulance, is provided in our administrative offices. Staff in these offices will be advised about the first aid arrangements available to them.

Whilst we recognise that it is not a legal requirement that we make provision within our first aid arrangements for persons other than paid workers, we seek to provide first aid equipment in most of our churches and church halls and at other Diocesan services. In some cases, it may also be appropriate to enlist the services of members of the congregation, who are willing to assist or possess the necessary skills to help when attending our services and other activities.

The persons in control of other Diocesan premises are encouraged to review their first aid arrangements regularly and update these arrangements where appropriate. As a minimum, premises should provide a basic first aid kit containing a selection of simple dressings. Lotions, creams, tablets and other items which could be regarded as a medicine should NOT be included in first aid boxes provided for use by paid or other workers or members of the public.

Accident/ Incident Reporting

It is our policy to record all injurious accidents, however minor, which happen to any paid or other worker, member of the clergy, and others affected by the practice of the Catholic Faith within the Archdiocese and our other pastoral and social activities. We also require the recording of potentially serious non-injury incidents.

Serious Accidents and Non-Injury Incidents

- **Serious Accidents**

These are defined as accidents resulting in a serious injury which require hospital treatment e.g. fractures, serious burns, laceration requiring stitches.

- **Serious Non-Injury Incidents**

These are defined as incidents which could have resulted in serious injury or damage to property e.g. fire, gas leak, collapse of scaffolding

Serious accidents and serious non-injury incidents must be reported immediately to the Head of Health & Safety as soon as possible. The Head of Health & Safety will coordinate further action; including notification and completion of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) documentation. **Submission of this documentation is governed by strict timescales set out in the legislation, so it is important to consider this in your actions.**

Details of accidents/ incidents must always be recorded in the Accident Book, witnesses and photographic evidence collected and the scene preserved until advised by the Head of Health & Safety.

However, the primary concern must always be to ensure any injured persons are safe and receiving all necessary medical assistance and that the location of the accident/incident is made safe to avoid further accidents/incidents occurring.

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 Head of Health & Safety who will coordinate further action.

All accident records and associated information will be filed confidentially and retained for at least 3 years.

More information is also available in the First aid and Accident Reporting section of SafetyToolbox Online Resources.

2. Children and Young People at Work

For the purposes of this document we define children as those persons under school leaving age (currently 16 years). Young people are defined as those persons over school leaving age but under 18 years.

We recognise that children and young people may be at increased risk in the workplace due to their immaturity, inexperience, and lack of risk awareness. 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/work experience of children, the 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 Young Workers refer to the Young Workers section of SafetyToolbox Online Resources

3. Competence

Competence is defined as having the necessary blend of skills, knowledge, experience, and aptitude to undertake a task or role. Accordingly, we seek to ensure that our recruitment practices support the engagement of people with appropriate competencies. Where competence gaps are identified, we seek to provide additional training and/or supervision. 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 clergy, paid and other workers, contractors and other relevant persons 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 duties
- on introduction of new technology
- on changes to systems of work; and

- when training needs are identified during risk assessments.

Senior Management will be included in the health and safety training programme.

The Head of Health & Safety will develop and seek to implement a training strategy for the Archdiocese in consultation with relevant stakeholders e.g. Parish Priests, HR Advisor and Line Managers.

Competence of contractors 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 should involve checks on professional standing, qualifications, and insurance.

4. Consultation

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

We aim to encourage upwards and downwards consultation using existing channels including:

- Senior Management meetings such as The Trustees and The Property and Health & Safety Committee
- Meetings of the clergy, paid and other workers e.g. Deanery meetings, Parish Finance Committee meetings
- Internal publications
- Notice boards
- Individual conversations

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

- 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.
- 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.

5. Disabled Persons

For the purposes of this document, our definition of disabled 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 disablement need not be a barrier to contributing to the activities of the Archdiocese. 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 clergy, paid and other 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 Archdiocese 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 clergy welfare.

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

6. 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. Accordingly, we seek to avoid musculoskeletal and other health problems associated with the use of display screen equipment by:

- raising awareness to the potential causes
- encouraging the use of adjustable equipment as much as possible
- encouraging people using such equipment to avoid situations which could cause discomfort; and
- carrying out workstation assessment where appropriate.

We recognise that individual factors influence the way a workstation is set up and encourage users to assess their workstation and report problems in order to seek an individual solution as far as is reasonably practicable to do.

For more information about display screen equipment refer to the Office section of Safety Toolbox Resources.

7. Driving for Work

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 undertaking visiting parishioners at home or Diocesan staff carrying out site visits e.g. to inspect planned or ongoing construction or repair work.

For the purposes of this document we define driving for work as that which is required 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 other 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 roadside 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 clergy welfare.

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

8. Drugs and Alcohol

We recognise that the use of drugs and alcohol in our society 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 excessive consumption of alcohol and illegal use of drugs to be in conflict with this aim. Accordingly, we will encourage our clergy, paid and other workers to be mindful of the risks associated with working whilst under the influence of drugs and alcohol (which includes prescription drugs which might affect performance etc.) and that they ensure they are fit and capable to carry out the duties required of them.

[Visit the NHS Choices website to find out more about help and support for overcoming addiction.](#)

9. Events

The organisation of events for pastoral, social and fundraising purposes has a long history in our Archdiocese and a very successful role of the life of the Church.

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 or occasional activities such as visits and residential experiences e.g.

- Fundraising events – summer fete, Christmas fair, quiz night, jumble sale etc.
- Processions – organising or attending
- Visits – attending local, national or overseas
- Pilgrimages – organising or attending local, national or overseas
- Residential events – organising or attending
- Exhibitions/ open days

Parish Events

Parishes are encouraged to establish a process for the planning and delivery of events held on parish premises or run by parishes but held away from parish premises. 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.

Risk assessment

We encourage event organisers in parishes or organising centrally organised events to use the online Event Manager to assist with their event risk management and contact the Head of Health & Safety if they require further support or advice.

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

10. 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 administrative offices and other Diocesan Services have access to appropriate information, instruction, supervision,

and training to a minimum of **Level 2 Food Safety & Hygiene for Catering** to ensure safe food preparation and handling.

We also 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 premises for consumption by clergy, paid or other 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 Safety Toolbox Online Resources

11. Hazardous Substances

We recognise that hazardous and dangerous substances may be stored and used on our premises including cleaning substances, glues, paints, sealants and resins. These must be used and stored securely and appropriately in compliance with the Control of Substances Hazardous to Health Regulations (COSHH) and manufacturers guidance, within clearly marked secure cupboards or storerooms. (NOT ELECTRICAL OR GAS INTAKE/METERING ROOMS)

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 clergy, paid or other workers.

We encourage the avoidance of hazardous and dangerous substances as far as is reasonably practicable, encouraging the substitution of hazardous substances with those which are non-hazardous or less hazardous. Where this is not possible, the risk to users, the environment and other people likely to be at risk should be minimised by the undertaking of a thorough assessment of the hazards and risks and the implementation of suitable and sufficient control measures to reduce these.

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

12. Major Incidents

A major incident is an event or situation with a range of serious consequences which requires special arrangements to be implemented by one or more emergency responder agency.

There are several **types of major incidents**. There are natural, hostile, health related, and technological. Health related - these are **incidents** that pose threat to people's lives, such as the Coronavirus pandemic.

We are committed to supporting local authorities and communities within the geographical area of the Archdiocese in the event of a major incident. In particular, those situations which could increase the risk of long-term ill health for residents, our clergy, paid and other workers and society in general.

Coronavirus – COVID-19

We all have a part to play in helping to keep the Archdiocese and our communities across London - and beyond - safe. We will follow the latest guidance and instructions as advised by the UK Government and local council. See links:

- <https://www.gov.uk/coronavirus>
- <https://www.southwark.gov.uk/health-and-wellbeing/public-health/for-the-public/coronavirus/keeping-our-borough-free-from-covid-19>

For more information about COVID-19 risk management refer to the COVID 19 section of SafetyToolbox Online Resources

13. Manual Handling

Manual 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.

We recognise that manual handling operations have the potential to cause musculoskeletal disorder (MSD) which can lead to long term ill health. We are committed to the avoidance of those activities which could increase the risk of long-term ill health for the good of The Archdiocese, our clergy, paid and other workers and society in general. Accordingly, we will:

- where possible seek to design out manual handling risks prior to any alteration to our buildings, new activities, or the purchase of new equipment; and
- encourage the people in control of our premises to raise awareness to the dangers of manual handling among their personnel and where necessary to carry out an assessment of the hazards and associated risks to establish practical and proportionate measures to minimise their impact.
- encourage individuals to work within their physical limits and seek help if necessary.

Where appropriate, we will encourage individuals to participate in dedicated manual handling training.

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

14. New Starters

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

We encourage all those in control of premises to establish an effective means to:

- ensure new appointees are competent to carry out the tasks associated with their employment (whether paid or voluntary)
- where gaps exist to provide additional training and/ or supervision. The level of supervision will be commensurate with the level of risk and consider individual characteristics e.g. age and aptitude and
- provide new starters with safety critical information such as fire procedures and first aid arrangements within their first day at work (Safety Induction Training).

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 SafetyToolbox Online Resources.

15. 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.

We seek to ensure that parishes providing these essential local services understand the potential hazards and risks and introduce appropriate precautions to protect people directly or indirectly involved from harm.

Parishes running or intending to run a night shelter should contact the Head of Health & Safety for advice on the relevant insurance and safety implications and complete the Night Shelter Risk Assessment.

For more information on running a night shelter, refer to the Temporary Night Shelter section of SafetyToolbox Online Resources.

16. Occupational health policy

We seek to protect all our clergy, paid and unpaid personnel from any reasonably foreseeable ill health effects associated with their work tasks or which might be made worse by work e.g. work related hearing loss, occupational dermatitis, musculoskeletal disorders (MSDS).

The Archdiocese is committed to promoting good physical and mental health including encouraging healthy eating, taking proper breaks, educating vulnerable personnel on the health risks associated with their job and agreeing precautions to manage the risks.

Instances of ill health believed to be work related should be reported to your Line Manager who should inform the Head of Health & Safety and HR Adviser.

The Head of Health & Safety will coordinate further investigation in collaboration with the HR Advisor, the affected person, specialist expertise where appropriate to establish practical and proportionate adjustments that work for the individuals concerned wherever possible.

17. Personal Safety (see also Working Alone)

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 clergy, paid and other workers may be at risk of violence or harassment from members of the public. These persons may be at risk because they are involved in activities such as:

- Working with individuals who have known risks e.g. persons with mental health issues or who are intoxicated.
- Travelling between work locations.
- Carrying equipment, confidential information or involved in the counting or transporting of money.
- Working alone in their workplace or working in someone’s home e.g. pastoral visits.

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

Persons in control of our premises are encouraged to raise awareness to the hazards and risks to themselves and their paid and other 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.
- Know what to do if something goes wrong.
- 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 Archbishop 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 Archbishop.

The Archdiocese 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 robustly investigate any incidents of violence and harassment to our personnel to identify the root causes and avoid recurrences.

Management support is 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 other workers.

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

18. Personal Protective Equipment (PPE)

Personal protective equipment is defined as equipment that will protect the user against health and safety risks. It can include items such as safety glasses, head protection, high visibility clothing, safety footwear, gloves, and safety harnesses.

Taking account of what we know about our normal day to day activities, the activities likely to necessitate our clergy, paid or other 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 person in control of our premises to be aware of the activities being undertaken

in and around the premises 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 must be provided at no charge to those needing to use it.

No person should be asked to undertake a task for which they are not competent and should highlight the limits of their competence for the removal of doubt.

Where PPE is used for the protection of exposure to a hazard, persons needing to use the equipment should be familiar with the purpose of the equipment and understand how to correctly use, store, maintain and replace the equipment.

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

19. Women of childbearing age

We are committed to protecting the health and safety of women of childbearing age and new or expectant mothers, to ensure compliance with the **Management of Health and Safety Regulations 1999**. 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 a paid or other worker is pregnant, Line Managers will 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.

Paid workers 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 Pregnant Workers section of the Safety Toolbox Online Resources

20. Safeguarding of Children, Young People and Vulnerable Adults

This Archdiocese is committed to safeguarding children, young people and vulnerable adults in accordance with Diocesan policy and procedures.

We have a Diocesan Safeguarding Board and a Diocesan Safeguarding Coordinator who, with the individual Parish Safeguarding Representatives, manage and promote the safeguarding of children, young adults, and vulnerable adults within the Archdiocese.

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 Safety Toolbox Online Resource Library and resources on the Diocesan website

21. Migrant workers

By migrant worker we mean people who have come to the UK in the last five years and are working or other recently arrived workers from overseas. Migrant workers may be at increased risk of harm in the workplace due to:

- Language and communication issues
- Basic competencies such as literacy, numeracy, physical attributes, general health and relevant work experience
- Compatibility with UK professional or vocational qualifications
- Different attitudes and assumptions

We seek to integrate migrant workers into the workplace and equip them with the information, training and

supervision necessary to enable them to work safely and effectively. Person centred assessments are carried out to identify as far as is reasonably practicable, individual risk factors and develop controls through consultation with the individual worker and their Line Manager.

22. Older workers

There is no single age where someone becomes an 'older worker.' In our organisation, we believe that as long as an individual is fit and able to do their job safely and efficiently, age is not a justifiable barrier to enabling them to continue to work.

We carry out person centred risk assessments which help to identify factors about an individual's job that may put them at increased risk and discuss with them an appropriate set of measures to mitigate those risks.

23. Smoking

Smoking/ vaping is not permitted within any of our premises to which members of the public, paid or other workers have access. This will include the presbytery where this is used to receive any such persons.

No Smoking signs are to be displayed clearly on the entrances to our premises in accordance with statutory requirements. The signage can be of a design that is discreet, yet still allowing a clear message to be communicated. Smoking is also not permitted in any private vehicle when used on Diocesan business if it is being used to carry passengers.

Smokers are requested 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. Where smoking is identified as a significant hazard on our premises, receptacles should be provided for smoking materials.

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

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

24. 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 clergy, paid or other 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.

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 it is unavoidable. Line Managers and Parish Priests should ensure that safe procedures to minimise the risks to lone workers are established and communicated to those involved. Including:

- Not working alone unless authorised to.
- Not undertake any task that might put the worker in harm's way.
- Understand the task and what to do if something goes wrong.
- Establish 'check in' arrangements with someone so the alarm can be raised if necessary.
- Not to work alone if they feel unsafe or uncomfortable about it.

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

25. Work Related Stress

Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'.

We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. We also recognise that stress can be caused by factors outside the work environment such as relationships, high pressure personal incidents such as bereavement, moving to a new house etc. We cannot seek to interfere with how individuals manage stress outside the work environment, but we do recognise that these pressures affect work performance and could impact on the health, safety and wellbeing of those suffering from stress, work colleagues and other relevant persons.

We recognise that people have different tolerance levels when coping with stress and therefore seek to manage work related stress on a case by case basis.

Common indicators of stress include:

- Low self esteem
- Making more mistakes at work
- Working inefficiently
- Working excessive hours
- Behaving out of character
- Increased reliance on alcohol, caffeine and/or nicotine
- Disturbed sleep patterns
- Poor concentration and memory loss
- Feeling unwell, disorientated or emotional

Anyone recognising these symptoms and who feels that their work could be affected as a result should take the following steps:

- Paid workers should contact their Line Manager
- Clergy should contact The Archbishop or the Vicar General responsible for clergy welfare
- Other workers 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 stress 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 a medical practitioner or ask you to see your GP

You can get advice and support on managing stress from the [NHS Choices website](#)

For more information about work related stress refer to the Mental Health section of SafetyToolbox Online Resources

Premises Management Arrangements

1. Asbestos

We recognise the potential harm caused by exposure to asbestos fibres and that people should be protected from inhaling them.

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. Accordingly, persons in control of our premises including Parish Priests should ensure the following for all premises constructed or substantially altered/ refurbished before the year 2000:

- Consult with the Property Department who will provide support on the identification of appropriate consultants to undertake relevant surveys, removal or encapsulation works.
- A Management Survey is carried out by a professionally competent person for the identification of asbestos containing materials (ACMs). A copy of the survey to be uploaded to the relevant online profile for the property.
- Where ACMs are identified, these must be made safe in line with the surveyor's recommendations.
- Where ACMs are retained or suspected but unconfirmed, these should be subject to an Asbestos Management Plan prepared by a competent person. Records of ongoing management to be retained via the online profile for the property.
- Prior to any invasive works on property built or refurbished prior to the Year 2000, details of asbestos including the findings of any surveys, subsequent monitoring or removal records should be communicated to the person undertaking or coordinating the work. Where the work warrants further investigation e.g. a Refurbishment and Demolition Survey, this must be carried out by a competent person BEFORE WORK STARTS, the findings communicated to all relevant parties and all necessary measures taken to protect workers and others at risk from exposure.
- Only persons trained to identify and work with ACMs should be permitted to work with asbestos on our premises. These works should be coordinated through the Head of Health & Safety.

For more information about managing asbestos in premises refer to the Asbestos section of SafetyToolbox Online Resources OR contact the Property Department.

2. Building Structure

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 will be conducted by a qualified surveyor, every five years or as and when circumstances indicate this to be appropriate.

Copies of inspection reports will be retained on SafetyToolbox Online with remedial work implemented in accordance with the surveyor's recommendations.

The success of our arrangements to maintain safe buildings for our clergy, paid and other 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.

3. 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 other workers, 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 Archdiocese and who is other than a member of the clergy or a paid or other worker.

We recognise that when contractors are engaged to work on Diocesan 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 other 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 Property Department to ensure that all works being planned are effectively managed and that the Diocesan project application process has been followed and that the works have been appropriately authorised. Most contract work 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-operate 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.

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 will require approval from The Finance Committee and in all cases will need to be managed by a Chartered Building Surveyor or Architect. Early discussion with the Property Department is essential to ensure correct protocols are followed including submission of applications to the Finance Committee, application for faculties for work where necessary (e.g. the Historic Churches Committee), authorisation by any other relevant Diocesan committees 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 our online health and safety management system.

For more information about managing contractors and building and maintenance work refer to the Building and Maintenance Work section of SafetyToolbox Online Resources OR the Property

Office.

4. Electrical Safety

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

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

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 with current, Public Liability Insurance cover at the level required by our insurers, should 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 clergy, paid or other 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.

Third party electrical equipment

Electrical equipment may be brought onto our premises by others e.g. by people hiring our church halls, by contractors in the course of instructed works or by paid or other workers in the course of work undertaken for their 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 laptop, 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)

Paid and other workers should, wherever possible use equipment provided by their employer. Personal electrical equipment such as mobile phone chargers, laptops 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 paid work or volunteering 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 the Line Manager/ Parish Priest.

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

5. Heating Equipment

Heating equipment should be checked and maintained regularly by a competent person with current, Public Liability Insurance cover at the level required by our insurers, e.g. Gas Safety registered engineer for gas equipment. Records of checks and maintenance work should be 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 should 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.

Persons in control of our premises are encouraged to 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 should be implemented where appropriate. This will usually involve the installation of a carbon monoxide gas alarm 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 should be protected by a suitable guard to avoid direct contact.

For more information about heating equipment refer to the Heating Equipment section of SafetyToolbox Online Resources

6. Landlord Obligations

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

- domestic property including e.g. presbytery or retired clergy house, is provided and maintained in accordance with the requirements of the Housing Act 2004 and where appropriate the Regulatory Reform (Fire Safety) Order, 2005.
- the Property Department has a property management team that can manage Parish rental properties. If an external Managing Agent is appointed an appropriate agreement must be put in place with the Managing Agent.
- property which is rented or leased to third parties is covered by a legally binding agreement.
- 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; and
- suitable management of defects.

Parish Priests must inform the Property Department of all Parish property which is rented/ leased out to third parties and maintain the online profile for the property,

It is the responsibility of the Parish Priest to ensure their landlord's obligations are discharged in line with any published Diocesan policy and procedures.

For more information about landlord obligations refer to the Renting Diocesan Property section of SafetyToolbox Online Resources

7. Legionnaires' Disease

The Archdiocese recognises the risk presented by the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) (ACOP) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and is committed to taking reasonable and practical steps to manage these risks.

In general, the risk of infection from exposure to legionella bacteria in our churches and church 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
- Seeking to ensure safe water temperatures are maintained whilst at the same time avoiding conditions which increase the risk of burns from very hot water; AND
- Seeking to ensure that hot and cold water systems are turned over regularly.

In premises where the risk may be increased e.g. residential property, an appropriate assessment of the risk will be carried out and action identified to remove/ reduce any unacceptable risk in accordance recognised best practice.

For more information about Legionella refer to the Legionella section of SafetyToolbox Online Resources

8. Licensed Premises

Where necessary, we will seek to ensure that premises are appropriately licensed, and the activities carried out are in line with licensing 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 should ensure that they have assessed the following risks in addition to general health and safety risks applicable to the premises:

- Lone working
- Violence and harassment
- Security (property and cash)
- Food safety
- Fire

Where a pressurised drink dispensing system is 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

For more information about licencing refer to the Events section of SafetyToolbox Online Resources

9. Lifting Operations and Lifting Equipment

Lifting equipment must be purchased according to a process which seeks to ensure equipment is fit

for purpose and complies with appropriate standards.

All persons involved in lifting operations must be competent and where appropriate qualified for the task and authorised to operate the plant and equipment involved.

Lifting equipment must be maintained according to the provisions of the Provision and Use of Work Equipment 1998 (PUWER) and where appropriate the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Separate engineering insurance inspections are mandatory in addition to routine service and remedial maintenance. **These inspections are arranged through your insurance provider and further information can be obtained from the Property Department if required.**

All lifting operations must be planned, supervised and assessed for risk.

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

10. 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 at our premises.

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

We will 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 alert to building users who may have special needs or be too young to comprehend warning signs and instructions.

Safety equipment will be provided to assist people in an emergency including fire extinguishing equipment.

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.

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 SafetyToolbox Online Resources

11. 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 staff, whether they are paid or not, 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 providing:

- a means of heating our premises which is appropriate to the nature and use of the premises
- windows which can be opened
- portable fans where necessary
- lighting which is suitable for the tasks undertaken; and
- where required emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.

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 our online health and safety management system.

To find out more information on safe environment and welfare facilities refer to the Office section of SafetyToolbox Online Resources

12. Safety of Plant and Equipment

We recognise the importance of providing plant and 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 policies and maintenance regimes which meet these standards and introduce appropriate measures to assist people using plant or equipment in understanding how to do so correctly.

People using complex machinery or equipment in our premises should be trained to do so including being familiar with emergency procedures. Effective measures **MUST** be established to prevent 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 SafetyToolbox Online Resource Library

13. 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 keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot easily and safely resolve themselves.

Storage areas should be of enough 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. 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 SafetyToolbox Online Resources

14. 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 through a fragile roof). The expectation in our Archdiocese is that most work at height above 2m will be undertaken by competent contractors.

As far as is reasonably practicable the person in control of our premises should design tasks to avoid the need to work at height.

We recognise that a fall in excess of 2 metres (2m) is more likely to result in serious injury. As such no untrained person should be permitted to work where they might fall more than 2m and a task specific risk assessment has been carried out and adequate measures are in place to prevent a fall e.g. guarding to an exposed edge or use of a work platform rather than a ladder.

Where it is not possible to avoid work at height an assessment of the hazards and risks should be undertaken and appropriate measures to control these implemented. Control measures should be in line with the hierarchy of control outlined in the **Work at Height Regulations 2005**.

Hierarchy of control measures Work at height Regulations 2005

- Avoid the need to work at height e.g. use extending equipment from ground level.
- Prevent falls using appropriate access equipment e.g. work platforms.
- Reduce the distance and consequences of a fall should one occur.

Persons in control of our premises must seek to ensure that persons engaged in work at height are 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.

Ladders, steps and other equipment used for work at height **MUST** be subject to routine checks which should be recorded on the SafetyToolbox Online account. All ladders and steps should be secured when not in use and the key retained by the responsible person.

To find out more about work at height refer to the Work at Height section of SafetyToolbox Online Resources

Fire Safety Arrangements

We seek to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 and where

appropriate The Housing Act, 2004.

The person in control of our premises is identified as the Responsible Person for fire safety and will ensure an assessment of the risk of fire starting and the risk to occupants in the event of fire is carried out.

Fire risk assessments will be premises specific and, where appropriate will be carried out in house using our online resources. For premises which fall outside the scope of our online resources such as complex premises, premises requiring an assessment for the protection of property or premises where there is a higher risk to life safety, competent, professional advice will be sought.

Corrective action identified from the fire risk assessment should be followed up in a timely manner by the Responsible Person (fire). Measures requiring substantial financial investment should be discussed with the Property Department to avoid unnecessary expense.

The Responsible Person (fire) will ensure that installed fire safety systems and equipment are properly maintained, and records retained online to demonstrate compliance. In addition, regular in-house fire safety checks will be undertaken and recorded via the Premises Inspection Checklist.

Suitable emergency fire procedures will be established by the Responsible Person and communicated to all relevant persons by the best practical means e.g. face to face briefing, notices, drills.

Where appropriate, people will be appointed and appropriately briefed/ trained to assist with the implementation of emergency fire procedures.

Outline emergency fire procedure:

If you discover a fire:

1. Raise the alarm according to the specific arrangements in your premises e.g. shout FIRE, activate the nearest fire alarm call point etc.
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. If this is a mobile phone give the full postal address of the premises and if asked, confirm that there is evidence of fire (e.g. smell or sight of smoke and flames).
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. Evacuate the building by the nearest available exit to the fire assembly point which will be a place where people will be safe from the fire
Try to close all doors and windows behind you as you leave, without taking personal risk

DO NOT STOP TO COLLECT PERSONAL BELONGINGS

AWAIT THE FIRE BRIGADE AND DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO

For more information about fire safety refer to the Fire section of SafetyToolbox Online Resources

Section 4 – Risk Management and Performance Measurement

This section explains the Diocesan approach to risk management and how we monitor, measure, review and revise our health and safety management arrangements.

Risk Identification

The Diocese recognises its 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 shall agree a general risk profile covering the activities of the Archdiocese.

This will be based on:

- Statutory requirements, codes of practice and standards relevant to our activities.
- Accident, illness and claims data within the Archdiocese of Southwark and the Catholic Church nationally.

The risk profile will be reviewed periodically to ensure it remains accurate.

The Diocese recognises, 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 the Set Up Questionnaires contained on the Safety Toolbox online health and safety management system.

Risk Assessment

Risk assessment is a systematic process by which the potential risks that may be involved in an activity or undertaking are evaluated. When considering risk assessment be aware that:

- A hazard is anything which has the potential to cause harm, such as electricity, working from a ladder, using a cleaning chemical etc.
- A risk is a combination of the likelihood that a hazard will result in harm, loss or damage and the potential severity of the consequences. For example, failing to take steps to warn people about a wet floor could result in a slip and fall. If the wet floor is on a busy main entrance the likelihood of an accident is probable. If the entrance is used by elderly and frail people, the severity of the harm as a result of a fall is likely to be serious.

The Diocese follows the Health and Safety Executive five steps to risk assessment approach:

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 relevant persons in the form of safe procedures for example, lone working procedure, emergency fire procedure etc.

Risk Management

Persons with specific responsibilities for health and safety e.g. Parish Priests/ Line Managers are responsible for ensuring that risk assessments are carried out, regularly reviewed and updated

where appropriate. Copies of certain risk assessments will be kept on our online health and safety management system.

It is recognised, that most of the personnel on whom we rely on to manage risk in our premises (clergy, paid and other workers) are not trained health and safety professionals, nor do we believe it is necessarily essential for them to be so.

The Diocese is committed to providing all necessary resources to assist people unfamiliar with risk assessment to undertake thorough and meaningful assessments through the Safety Toolbox online health and safety management system. For many of these assessments required for the activities and undertakings of the Archdiocese, the system provides online interactive risk assessment questionnaires designed to help people with little health and safety knowledge. There are facilities within the online system and the Diocesan's own in-house health and safety management resource, to seek professional advice and guidance when required.

Clergy Risk Management

The Archbishop and Vicar General are responsible for clergy welfare and will regularly review the arrangements in the Archdiocese for the management of risks relating to the personal safety and well-being of the clergy including such matters as working alone, work related driving and work-related stress.

For more information about risk management refer to the Risk Assessment section of [SafetyToolbox Online Resources](#)

Measuring Performance

The Diocese is committed to regularly monitoring, reviewing and continually seeking to improve health and safety performance within its geographical area of influence. To do this we seek to:

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

In addition:

- The Head of Health & Safety will monitor health and safety performance via our online health and safety management system and make a regular report to the Property and Health & Safety Committee at all scheduled meetings.
- The Property and Health & Safety Committee will meet regularly to review health and safety performance.
- The Property and Health & Safety Committee will communicate any serious health and safety matters to The Trustees at their regular Trustee Meetings. In addition, a periodic report on health and safety performance will be presented to The Trustees.
- Local Health and Safety Representatives will monitor health and safety performance and report regularly to the Parish Priests/ Line Manager. In parishes this report may be made via the Parish Finance or Premises Committee.
- Line Managers will monitor health and safety performance within the scope of their area of operation and report any concerns to the Head of Health & Safety.
- 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 undertaken annually as a minimum, to confirm that our health and safety management system and policy remains fit for purpose and that all records retained to demonstrate compliance, are accurate and of good quality.

Record of Amendments

| Revision | Date | Amendment |
|----------|------|-----------|
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Section 5- Glossary of Terms

Appointed Person - is someone who is nominated to take charge of first aid arrangements, such as looking after the first aid kit and calling an ambulance in an emergency.

Competent Person - (also can be referred to as an **Authorised Person**) is someone who has sufficient training and experience or knowledge and other qualities that allow them to undertake or direct a required task effectively. The level of competence required will depend on the complexity of the situation and the particular tasks required.

COSHH - The Control of Substances Hazardous to Health Regulations 2002 is the law that requires employers to control substances that are hazardous to health and to prevent or reduce worker's exposure to hazardous substances.

First Aider - is someone who is qualified to give first aid treatment in the event of an injury or illness.

Fire Marshal or Fire Warden - is an individual who is nominated or who volunteers to take on fire safety responsibilities for their Parish or organisation. These can be carrying out fire safety checks/inspections, to assisting in the event of a fire or other emergency incident that requires the safe evacuation of a building.

Health & Safety Representative – is nominated or volunteers to assist the Parish Priest in the discharge of his health & safety obligations within the Parish. Their role will be decided by the Parish Priest and may include a range of duties including periodic basic safety checks and documented/checklist inspections of Parish property. Their primary focus is to help the Parish Priest to maintain a safe environment for parishioners, staff, contractors and visitors to the Parish.

Health & Safety Team - is part of the Diocesan Central Services Property Department. It is available to all Parishes for advice, guidance and support in all matters regarding health & safety.

Responsible Person – is the person or persons in charge of an organisation. In the Roman Catholic Archdiocese of Southwark, it is the Archbishop and the Trustees.

Safety Toolbox Management System – is the online system for Parishes to record and evidence their health & safety compliance. All Parishes have an individual portal to access information and to upload documents onto accordingly. The system provides many resources to help Parishes to achieve and maintain, a safe environment for parishioners, staff, contractors and visitors to the Parish.

Trained Person – is someone who has received appropriate or sufficient training with or without qualification, to undertake specified activities that they are capable of performing within their expertise.