

# The Diocese of Wrexham

## Health and Safety Policy



**elliswhittam**

Employment Law / HR / Health & Safety

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# INTRODUCTION

# 1. INTRODUCTION

This Health and Safety manual has been prepared by Ellis Whittam on our behalf and with our involvement. It contains our Health and Safety Policy as required by the Health and Safety at Work etc. Act 1974 and it defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

The Diocese of Wrexham are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board of Trustees in our Annual Report.

## POLICY REVIEW

This Health and Safety Policy will be reviewed annually by Ellis Whittam Ltd in conjunction with our nominated responsible person.

As each review is completed it will be signed off by the consultant from Ellis Whittam and confirmed by our nominated responsible person.

Review Date	Signed on behalf of Ellis Whittam	Confirmed

## DOCUMENT CONTROL

The hardcopies of the Health and Safety Policy provided will remain the controlled copies and we will retain a register of these. Any amendments made to the policy will be provided for each of these accordingly to ensure all copies in circulation remain the current version.

Should further copies of the policy be printed either in whole or part, then these will be marked as 'UNCONTROLLED COPY'. Where further controlled copies are required then these should be issued accordingly and added to the register of controlled copies.

### Register

Copy Number or Reference	Location kept

### AMENDMENT RECORD

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Where significant changes are to be made which could impact on the Diocese or our congregation, we will consider the reasons for change, potential problems and how it will be implemented.

Date	Section	Ref /Title	Details of amendment made	Change made by

## LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the Ellis Whittam webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page ([www.opsi.gov.uk](http://www.opsi.gov.uk)) and the National Archives ([www.legislation.gov.uk](http://www.legislation.gov.uk))

## GUIDANCE

Guidance on a number of health and safety issues can be accessed by logging onto the Ellis Whittam webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any health and safety issue is available from the **Ellis Whittam** advice line - **Tel: 0845 226 8393**.

## FORMS

Relevant forms and templates that may be utilised can be accessed by logging onto the Ellis Whittam webpage.



# POLICY STATEMENTS



## 2. HEALTH AND SAFETY POLICY STATEMENT

The Board of Trustees of the The Diocese of Wrexham recognises that it has a legal duty of care towards protecting the health and safety of its staff and others who may be affected by the diocese's activities, and that managing health and safety is a critical function.

In order to discharge its responsibilities the Board will:

- bring this Policy Statement to the attention of all staff
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our staff on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all staff are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for staff
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the diocese activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all staff.

**Signed:**

**Dated:**

**Name:**

**Position:**

**Diocese Treasurer**

# ORGANISATION FOR HEALTH & SAFETY

### 3. ORGANISATION FOR HEALTH AND SAFETY

Remove Watermark Now

The overall responsibility for health and safety rests at the highest level. However, it is the responsibility of every employee and volunteer to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to senior personnel to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Those personnel with managerial responsibilities are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

**Board of Trustees**

**Diocese Treasurer**

**Parish Priest**

**Business Support Manager and Health and Safety Co-ordinator**

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# HEALTH AND SAFETY RESPONSIBILITIES

## 4. HEALTH AND SAFETY RESPONSIBILITIES

Remove Watermark Now

### **Board of Trustees**

The Board of Trustees has the ultimate responsibility for the health and safety of the The Diocese of Wrexham but discharges this responsibility through the Diocese Treasurer down to individual priests, managers, supervisors and employees.

The Board has nominated the Diocese Treasurer to have special responsibility for health and safety.

The Board will ensure that:

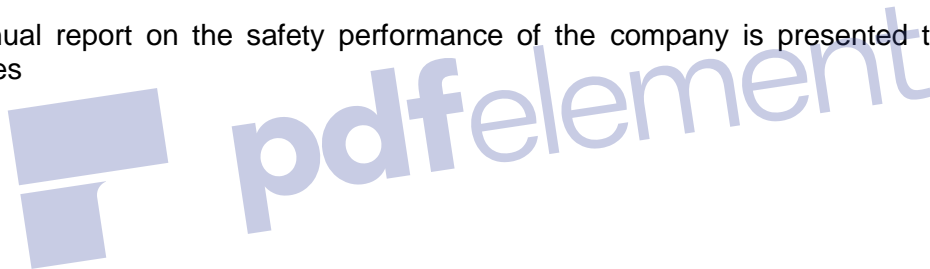
- they provide a lead in developing a positive health and safety culture throughout the diocese
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of employees and volunteers in improving health and safety performance
- they will review the health and safety performance of the diocese on an annual basis



The Finance Manager has overall responsibility for ensuring our compliance with Health and Safety legislation but delegates the responsibility for implementation to the Parish Priest.

The Finance Manager will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted and that senior management develop a pro-active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees and volunteers is established
- effective training programmes have been put in to place
- an annual report on the safety performance of the company is presented to the Board of Trustees



## **Parish Priests**

The Parish Priests are the designated persons with overall responsibility for ensuring our compliance with Health and Safety legislation within their Parish.

They will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and progress monitored
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set and their achievement is measured and reported in the annual report

The Health and Safety Co-ordinator will ensure that:

- management are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected
- regular meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided
- provide advice on health and safety training requirements
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- assist Managers in investigating and recording accident investigations
- contact with external organisations such as the emergency services is co-ordinated
- health assessment requirements are identified and advised to management
- the schedule of statutory examinations of plant and equipment is maintained and managers are made aware of impending examinations



## **Employees**

All employees must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## **Volunteers**

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to the Parish Priest
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to the Parish Priest whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## **Contractors**

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to us for approval
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to us whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

Ellis Whittam, in agreement with management, provides us with the following services:

- development of our documentation throughout the period of our contract and keeping it updated for:
  - changes in Health and Safety legislation relevant to us
  - organisational changes which affect our management system
- a general risk assessment in the first part of the contract that forms the basis of our risk management programme and helps us plan our future actions to reduce risk
- a consultant visit to train senior managers and to support our implementation of this Policy by:
  - assisting us to complete specific risk assessments
  - providing further training, as agreed, on relevant agreed topics
  - reviewing and auditing our health and safety procedures and legal compliance
  - providing advice on implementing changes and system procedures

Ellis Whittam is also contracted to:

- fulfil the role of 'Competent Person', providing advice and assistance on Health and Safety issues
- provide for us a telephone advisory service - available 24 hours per day, 365 days of the year
- provide crisis help if we have a serious accident or incident involving the Enforcement Authorities
- provide briefings to help keep us up to date with new and forthcoming legislation

# HEALTH AND SAFETY RULES

## 5. HEALTH AND SAFETY RULES

Remove Watermark Now

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees and volunteers. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Staff are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by management.



## **General**

- It is the duty of all staff to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Staff must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Staff are required to notify to management of any unsafe activity, item or situation.

## **Working Practices**

- Staff must not operate any item of plant or equipment unless they have been trained and authorised.
- Staff must make full and proper use of all equipment guarding.
- Staff must not clean any moving item of plant or equipment.
- Staff under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Staff must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Staff must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Staff must not smoke except in prescribed areas.

## **Hazard / Warning Signs and Notices**

- Staff must comply with all hazard/warning signs and notices displayed on the premises.

## **Working Conditions / Environment**

- Staff must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Staff must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Staff must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Staff must clear up any spillage or liquids within the work area in the prescribed manner.
- Staff must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

## **Protective Clothing and Equipment**

- Staff must use all items of protective clothing/equipment provided as instructed.
- Staff must store and maintain protective clothing/equipment in the approved manner.
- Staff must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

## **Fire Precautions**

- Staff must comply with all laid down emergency procedures.
- Staff must not obstruct any fire escape route, fire equipment or fire doors.
- Staff must not misuse any fire fighting equipment provided.
- Staff must report any use of fire fighting equipment to their supervisor.

## **Accidents**

- Staff must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Staff must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Staff must notify management of any incident in which damage is caused to property.

## **Health**

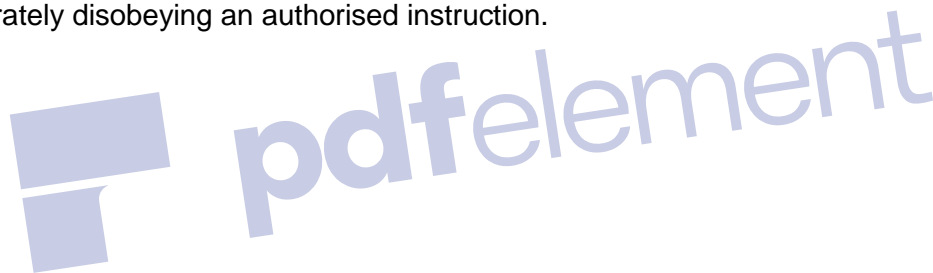
- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.



## **Rules Covering Gross Misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment.
- Deliberately disobeying an authorised instruction.



# ARRANGEMENTS

### **Accident, Incident and Ill-Health Recording, Reporting and Investigation**

This policy sets out the procedures that are to be followed when any member of the clergy, employee, volunteer, visitor or contractor has an accident, near miss or dangerous occurrence on the diocese's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees and volunteers who develop a work-related illness must also report via these procedures.

#### **Definitions:**

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the diocese.

#### **The Accident Book**

All accidents resulting in personal injury must be recorded in the diocese's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

#### **Reporting Requirements**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following events must be reported to the Health and Safety Executive:

- A death
- A specified injury to an employee as detailed in regulation 4
- An injury to a non-employee where that person is taken directly to hospital for treatment as a result of their injury
- Any dangerous occurrence
- Any employee diagnosed by a qualified medical practitioner as suffering from a disease specified in the Regulations
- Any employee diagnosed with a cancer caused by work-related exposure to a known carcinogen or mutagen

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must also be reported within 15 working days using the Health and Safety Executive (HSE) website.

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

Contact details for the Health and Safety Executive are:

**Tel:** 0345 300 9923 (Monday to Friday 8:30am to 5:00pm)

**Website:** [www.hse.gov.uk](http://www.hse.gov.uk)

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the Ellis Whittam Advice Line. (Tel: 0845 226 8393)

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

### Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

## **Asbestos**

The diocese will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by
  - **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
  - The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
  - **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the diocese or personnel.
  - **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
  - **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

### **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of staff.

### **Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### **Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012. [Remove Watermark Now](#)

### **Procedures for Dealing with Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the diocese will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform a responsible person immediately, usually a supervisor or manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment



## **Churchyard Safety**

All reasonable steps will be taken to ensure the risks associated with the management and use of churchyards will be prevented or at least controlled as far as is practicable.

### **Trees**

All trees within the churchyard should be inspected every six months by a competent person for signs of disease or too close proximity to the church or neighbouring buildings. A record should be kept of the inspection and any subsequent work.

- Any required lopping, pruning or felling should be carried out without delay.
- Where trees have previously been pollarded, this practice should be continued at appropriate intervals.
- Where trees are the subject of a Tree Preservation Order, the Local Authority should be consulted prior to any work being carried out.
- Whilst it is accepted that experienced, competent members of the church can carry out minor work, major felling, pruning or working at height must only be carried out by a professional contractor.
- Only persons suitably qualified and equipped with the appropriate safety equipment should operate chainsaws.
- Any trees on neighbouring land which could be a hazard to the church should be visually inspected during the annual inspection and, if any give cause for concern, a letter should be written requesting the landowner to take appropriate remedial action. A copy of the letter should be retained.

### **Churchyard maintenance**

- All garden machinery should be inspected and serviced regularly and any defects remedied immediately.
- Appropriate safety equipment should be used which can range from substantial footwear when using mowing machinery to ear defenders, safety goggles or visors, gloves and footwear for using trimmers and hedge cutters.
- The manufacturers' instructions should always be followed regarding use and the provision of safety equipment.
- Hand tools should be inspected for defects such as damaged blades and loose handles, and should be kept sharp and clean.
- Gloves reduce a person's ability to detect when a tool is slipping and should therefore not be worn when using wooden-handled, sharp-edged tools such as billhooks and slashers.
- Particular care needs to be exercised when clearing rubbish from around the church. Broken glass and discarded hypodermic needles may be concealed in long grass.
- Heavy-duty gloves and other protective clothing must be worn and children should not be involved in 'litter picks'.
- All persons involved in churchyard maintenance should be trained in the use of tools and machinery.
- When work is being carried out at least two persons should be present.
- Any use of ladders should be carefully considered and ladders secured appropriately.
- Persons under 18 years of age should not use machinery.

### **Grass cutting**

If there is a risk of persons tripping over kerbs or graves then the grass must be kept to such a height that the kerb or grave is clearly visible. Regular grass cutting is therefore essential.

## Gravestones and tombs

Maintenance of gravestones and tombs is the responsibility of the deceased's family. However, where the family no longer tends the grave or cannot be traced, responsibility for any injury may rest with the church.

- All gravestones, tombs and vaults should be inspected at least annually.
- The inspection need not be carried out by experts. A churchwarden, churchyard officer (if appointed) or other PCC member may undertake the work.
- Each stone should be physically handled to check for loose mountings, disintegrating mortar or undue spalling caused by age or frost, thus rendering the stonework unsafe.
- Stones in a dangerous state should be carefully laid on the ground and, where appropriate, the family contacted to advise of the action taken, repair costs not being the responsibility of the church.
- A note of the survey should be recorded in the Parochial Church Council minutes, stating the date and names of the personnel undertaking the survey, that all stones were inspected, together with a record of the number of stones actually laid or other action taken.

## Visitors

- Paths should be reasonably level and free from anything that may cause someone to trip or slip.
- Boundary walls and railings should be stable and in a good state of repair.
- Any temporary hazardous areas such as open graves or parts of buildings undergoing repair should be adequately roped off and suitable warning signs erected.
- Any permanent hazardous areas such as crypts or boiler houses should be locked or fenced as appropriate.





## **Communication and Consultation**

It is a legal requirement for the diocese to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings
- display the 'Health and Safety Law – What You Need To Know' poster
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

Where it is not practical to consult with all employees directly and it would be more appropriate to communicate and consult through employee representatives, we will arrange for representatives of employee safety to be elected.

The diocese will allow all representatives an appropriate amount of time away from their normal duties in order to complete their duties as representatives. We will not hinder representatives in the execution of their normal functions as defined by law.

## **Contractors**

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure, prior to engaging any contractor, that they are competent and ensure during their period of employment that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

### **Construction work and the Construction (Design and Management) Regulations 2015**

Where any construction work is carried out, to fulfil our legal duties as a “client” under the Construction (Design and Management) Regulations 2015 we will:

- make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- ensure that all dutyholders that we appoint have the necessary skills, knowledge and experience to carry out their roles safely
- appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- notify the HSE in writing for projects that require it
- ensure that relevant pre-construction information is passed to all designers and contractors

- ensure that the Principal Designer and Principal Contractor carry out their duties
- ensure that adequate welfare facilities are provided for the contractors
- ensure that no construction commences until an adequate health and safety plan and construction phase plan covering the work has been prepared
- ensure that any health and safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and , if we choose to dispose of the building, to pass the file to any person or company who acquires the building.
- cooperate fully with all other dutyholders and provide all relevant information and instruction promptly and clearly



## **Disabled Persons**

The diocese will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the diocese will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage staff with special needs to suggest any premises or task improvements to their line managers
- discipline any staff found treating their disabled colleagues with less than the expected standards of respect and dignity
- ensure suitable plans are in place which will assist disabled people to leave the premises swiftly during an emergency evacuation



## **Display Screen Equipment**

All reasonable steps will be taken by the diocese to secure the health and safety of staff who work with display screen equipment.

To achieve this objective the diocese will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange to supply to employees, at a subsidised cost up to a maximum limit of £30, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing staff, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Staff must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their supervisor / line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their supervisor / line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

## **Driving for Work**

Driving is an integral part to some roles within the diocese and as such requires driving on church business. Driving has inherent risks associated with it which drivers should be made aware of.

The diocese is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit
- provide any additional training that may be deemed necessary to reduce driving related occupational risks
- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance, the MOT certificate or evidence of the MOT exemption for their vehicle and their current driving licence

### **Implementation**

The diocese asks its entire staff to play their part, whether they use a diocese vehicle, their own or a hire vehicle.

### **Drivers**

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans
- vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the diocese

Before driving, drivers must:

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required
- ensure valid insurance for business use
- carry out a pre-use vehicle check

- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- ensure sufficient rest
- be physically fit, with zero alcohol level and not under the influence of drugs that may affect their ability to drive
- have had an eye test in last 2 years and be using any required corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must:

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness
- remain in control of the vehicle at all times
- not smoke in a company vehicle
- never use any hand held electronic device e.g. mobile phone, satellite navigation, mp 3 player
- never receive or make calls

### Managers

Managers should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- monitor compliance with the driving policy at team meetings, staff appraisals and periodic checks
- not expect staff to answer calls when they are driving

## **Drugs and Alcohol**

### **Alcohol**

Staff must not drink alcohol on the diocese's premises without express permission from a senior manager, priest or trustee.

Any member of staff who is found consuming alcohol on the diocese's premises without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the diocese's disciplinary procedure.

### **Drugs and medication**

The possession, use or distribution of drugs for non-medical purposes on the diocese's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the diocese suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the diocese reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### **Medical Examination**

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the company reserves the right to suspend you from your employment (with or without pay) to allow the company to decide whether to deal with the matter under the terms of the company's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

### **Reasonable Grounds**

The diocese reserves the right to search you or any of your property held on diocese premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The diocese reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its staff on the diocese's premises.



## **Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the diocese will:

- ensure electrical installations and equipment are installed in accordance with the Wiring Regulations (BS 7671) published by the Institution of Engineering and Technology (IET)
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit to work system must be used
- ensure staff who carry out electrical work are competent to do so
- maintain detailed records

Staff must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager / supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the diocese premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

## Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the diocese will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

The diocese does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Staff are encouraged to report any concerns regarding fire procedures so the diocese can investigate and take remedial action if necessary.

## **First Aid**

The diocese is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the diocese will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

### **Appointed Person**

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

### **First Aiders**

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

### **First Aid Boxes**

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

### **Portable First Aid Kits**

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- staff travelling abroad on diocese business
- staff travelling in vehicles on a regular basis
- staff whose work takes them to isolated or remote locations
- staff participating in sporting or social events arranged or supported by the diocese

## **Gas Installations and Appliances**

The diocese will ensure that all work carried out on gas fittings and appliances are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The diocese is committed to achieving high standards of health and safety for all members of the clergy, staff, visitors, clients and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

The diocese supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency
- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the company will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

## **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The diocese will implement the following:

- an inventory of all substances hazardous to health kept or present on site will be maintained and copies of relevant hazard data sheets retained
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all staff will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment

### **Information and Training**

The diocese will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

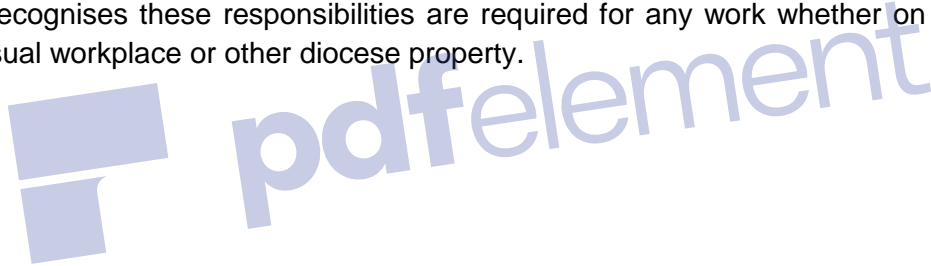
Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

## **Health, Safety and Welfare**

The diocese is committed to providing suitable health, safety and welfare facilities in line with current legislation, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting
- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities
- separate toilet facilities for men and women
- plentiful drinking water supply and cups
- seating with an incorporated back rest
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures

The diocese recognises these responsibilities are required for any work whether on a remote work site, at their usual workplace or other diocese property.



## **Home Working**

Home workers are subject to the same health and safety requirements as workers based on diocese premises and their health and safety will be managed accordingly.

To achieve this objective we will:

- ensure that appropriate risk assessments are completed
- ensure that risk assessments are reviewed annually
- ensure home workers are provided with suitable induction training on commencement of employment
- ensure appropriate equipment is provided for the home worker's health, safety and welfare
- ensure all equipment that is provided for use in the employees' homes is properly installed and tested
- arrange for the maintenance of all electrical equipment supplied for use in employees' homes (The hard wired electrical sockets and ring mains supplies are the employee's own responsibility)
- provide, where practicable, scope for varying work patterns and to allow employee input in how the work is carried out to ensure home workers take periodic breaks during the working day
- ensure that managers and home workers have the opportunity to be kept informed of what is going on within the diocese; recognising and satisfying the need for social interaction will reduce stress
- encourage home workers to 'network' with colleagues
- make the home worker aware of their duty to report any incidents or accidents that occur as a result of work related activities to the diocese using the accident procedure
- ensure home workers are aware of the need to monitor their own working conditions and report any problems to their line manager

## **Training**

All home workers will be fully trained in the tasks that they are employed to do and the equipment they will be using.

Home workers will be trained in emergency procedures in case of an accident in the home.

Supervisors/management of home workers will be trained in how to deal with employees working off site e.g. prearranged regular contact, how to recognise signs of stress in home workers.

## **Legionnaires Disease**

All reasonable steps will be taken to assess and identify potential legionellosis hazards and to prevent or minimise the risk of exposure.

At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria the diocese will implement the following:

- **Avoidance of Conditions Favouring Growth of Organisms**

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. The recommended temperature for hot water is 60°C and either above 50°C or below 20°C for distribution, as care must be taken to protect people from exposure to very hot water.

The use of materials that may provide nutrients for microbial growth will be avoided. Corrosion, scale deposition and build up of bio films and sediments will be controlled and tanks will be lidded.

- **Avoidance of Stagnation**

Dead-legs, which occur when water services leading from the main circulation water system to taps or appliances, are used only intermittently and other parts of systems which may provide a reservoir for infection will be identified and where possible eliminated.

- **System Maintenance**

Water systems will be disinfected by an effective means before being taken into service and after shut downs of five or more days. Plant will be regularly inspected and maintained (e.g. by monthly visits from a water treatment specialist). Plant will be disinfected periodically (normally twice yearly) by chlorination or by temporarily raising water temperatures. Biocides may be used to control microbial growth. Maintenance personnel must wear appropriate protective clothing.

- **Sampling**

Sampling for legionella will not normally be necessary, unless in the case of an outbreak or to monitor the effectiveness of precautionary measures. Weekly monitoring of chemical and microbiological water quality will be carried out to give a useful indication of the state of the system.

- **Record Keeping**

Records will be kept of all maintenance, temperature monitoring and sampling carried out.



## **Selection, Training and Competence of Staff**

Persons carrying out control measures will receive appropriate training and supervision so they are able to perform their duties competently.

### **Action in the Event of an Outbreak**

A contingency plan in case of an outbreak of legionellosis will be prepared. This will include the:

- identification of people who may have been exposed
- involvement of public health authorities
- dissemination of information to employees and other interested parties as to the nature of the risks



## **Lone Working**

The diocese will ensure, so far as is reasonably practicable, that employees, volunteers and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

The diocese will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario

### **Information and Training**

Staff and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Staff will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- report all accidents, injuries, near-misses and dangerous occurrences to your immediate manager

## **Manual Handling**

To prevent injuries and long term ill-health from manual handling the diocese will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the diocese will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the diocese will ensure that:

- manual handling assessments are carried out where relevant and records are kept
- staff are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- staff adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

### **Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

## **New and Expectant Mothers**

The company recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the diocese will ensure that:

- staff are instructed at induction to inform their relevant manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition
- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

## **Night Working**

The diocese will ensure, so far as is reasonably practicable, that employees who work nights are not put at any additional risk. The diocese will identify from risk assessment any necessary controls required for night workers.

A 'night worker' is defined as one whose daily working time includes at least three hours of night time:

- on most days worked
- on a proportion of the days worked which is specified in a collective or workforce agreement
- often enough for it to be said that the night work is as a normal course

To implement effective measures for night workers the diocese will ensure that:

- risk assessments are carried out for all work activities undertaken by night workers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- night workers are informed of any risks to them and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- health assessments are conducted prior to starting night work and are reviewed at regular intervals
- where an individual cannot work nights due to a health condition, other employment options or restrictions will be considered on a temporary or permanent basis where possible
- new and expectant mothers will be assessed once notified
- young workers may not be legally allowed or suitable for night work, depending on the task or duration. This will be assessed prior to starting any night work

## **Health Assessment**

Those identified as night workers will be offered a Health Assessment prior to starting working nights and at regular intervals thereafter.

The Health Assessment will consist of a Medical Questionnaire. Where this identifies any medical concerns then the diocese will review the ability to work nights with an occupational health provider.

## **Outdoor and Peripatetic Working**

The diocese will ensure, so far as is reasonably practicable, that employees who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

The diocese will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure outdoor activities are planned and risk assessed prior to undertaking the work. This will include visiting of the site(s) to identify potential hazards
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing is made available to staff either from the company or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid

### **Implementation**

Staff working outdoors, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to their manager or supervisor
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to their manager and in line with any local arrangements for the site

## **Permits to Work**

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce health and safety risks over and above those normally encountered in our day to day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Staff working off site, i.e. on another organisation's premises, are expected to abide by all permits to work operated on that site.

Should staff experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a manager or supervisor) so the diocese can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

### **Information and Training**

The diocese will provide the necessary information and appropriate training to ensure that appropriate employees, supervisors, contractors and visitors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.



## **Personal Protective Equipment**

The diocese provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the company will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure that PPE is sourced appropriately and bears the “CE” certification mark
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.



## **Risk Assessment**

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways, determining the effectiveness of those controls is part of our risk assessment process.

## **Smoking**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the diocese that all of its workplaces are smoke-free and that all staff have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes diocese vehicles that are used by more than one employee. If you have a diocese car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the company recommends that you do not do so. This policy applies to all employees, customers and visitors.

### **Implementation**

All staff are obliged to adhere to and facilitate the implementation of the policy.

The diocese will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in company vehicles that are covered by the law.



## **Stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable employer, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Staff who experience unreasonable stress which they think may be caused by work should raise their concerns with their manager or through the company’s grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the staff member concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.



## **Temporary Employees and Volunteers**

The diocese will take the necessary measures to ensure the health and safety of any temporary and volunteer staff in its employment.

To achieve this, the diocese will provide temporary employees and volunteers with the following information prior to starting work:

- details of the qualifications and skills are required to do the work safely
- the health surveillance to be provided under statutory provisions
- any risks to health and safety identified by workplace risk assessments
- the preventive measures to be taken
- safe working procedures
- the action to be taken in the event of an emergency

The competence of temporary workers will be assessed to ensure they are capable of working safely.



## Training

Training in health and safety is a legal requirement and also helps create competent staff at all levels within the diocese to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the diocese.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All staff will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Staff will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers' and supervisors' training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our staff training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

All staff will receive **induction training**. Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all staff.

All staff must:

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- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed



## **Violence**

The diocese recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against staff

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all staff of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our staff
- train members of staff who may be exposed to violence or challenging behaviour situations
- support the members of staff involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by staff
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

## **Visitors**

In the interest of safety and security, the diocese will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

### **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.





## **Work At Height**

The diocese will take all reasonable steps to provide a safe working environment for all staff who may be affected by work at height activities.

The staff will ensure that:

- all work activities that involve work at height are identified and assessed
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- when necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- roof lights and other fragile surfaces will be protected to prevent falls
- fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them
- all the necessary equipment to allow safe access to and egress from the place of work is provided
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- any working platform and its supporting structures are selected and/or designed in accordance with current standards
- regular inspections of all equipment required for working at height are undertaken
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- any contractors from whom they procure services comply with this policy

### **Information and Training**

The diocese shall provide any information, instruction and training required to work in a safe manner when working at height.

## **Work Equipment**

The diocese will provide a safe working environment in relation to work equipment safety and ensure all staff receive appropriate safety information and training in their work equipment.

To achieve this objective the diocese will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections

## **Young Persons**

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the diocese will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment



# RISK ASSESSMENT

### Risk Assessment

**Risk Assessment** involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

### **Carrying out risk assessments**

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

## The five stages of risk assessment

### STEP 1 - IDENTIFY THE HAZARDS

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating

### STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

### STEP 3 - EVALUATE AND CONTROL THE RISK

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely
- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress

- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees

## IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

## STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

### Hazards and example controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings
Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

## STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

Refer

- Risk Assessment Form

### **Fire Risk Assessment**

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

You need to appoint one or more competent persons to carry out any of the preventive and protective measures needed to comply with the legislation. This person could be you, or an appropriately trained, employee or, where appropriate, a third party.

Your fire risk assessment should demonstrate that, as far as is reasonable, you have considered the needs of all relevant persons, including disabled people.



## Six Steps to Fire Risk Assessment

### 1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen

### 2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

### 3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people

### 4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance

### 5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training

### 6. Review

- Keep assessment under review
- Revise where necessary

Refer:

- Fire Risk Assessment Form

# **MONITORING HEALTH AND SAFETY**

## 8. MONITORING OF HEALTH AND SAFETY

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### Active monitoring

Monitoring is a line manager's responsibility and in this section there are monitoring checklists for each of the key management positions to be used to determine achievement against relevant health and safety standards. In completing the checklist managers are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the diocese feedback on its performance before an accident, incident or case of ill health.

Managers and supervisors with defined health and safety responsibilities must monitor in detail the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to senior managers who must in turn seek assurance that first line monitoring is taking place.

Staff who take a proactive interest or represent groups for health and safety can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

Refer:

- Health and Safety Inspection Form

### Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial. Investigations may also provide valuable information in the event of legal action or an employee claim.

## **Board of Trustess**

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To be completed:    **Annually**

**Date:**

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Is the Health and Safety Policy statement current and up to date?			
Have those persons delegated with health and safety responsibility been trained?			
Are we on target with our Action Plan?			
<b>Health and Safety Performance</b>			
How many accidents/incidents have been reported under RIDDOR within the last 12 months?			
<b>Risk assessments</b>			
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?			
<b>Contractors and Maintenance</b>			
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate insurance?			
<b>Fire and Emergencies</b>			
Do all sites have a fire risk assessment in place?			

**To be completed: Biannually****Date:**

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Is the Health and Safety Policy statement current and up to date?			
Have those persons delegated with health and safety responsibility been trained?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are there adequate resources to implement the Health and Safety Plan?			
Are we on target with our Action Plan?			
Have all Policies and Procedures been reviewed within the 12 months?			
<b>Health and Safety Performance</b>			
How many accidents/incidents have been reported under RIDDOR within the last 12 months?			
Have trends in accidents/incidents been identified to provide a direction for future safety initiatives?			
<b>Communication and Consultation</b>			
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?			
<b>Risk assessments</b>			
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?			
<b>Contractors and Maintenance</b>			
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate insurance?			
<b>Training</b>			
Have all staff received induction training?			
Have staff received specific health and safety training?			
<b>Fire and Emergencies</b>			
Do all sites have a fire risk assessment in place?			

<b>Accident / First Aid</b>			
Are there adequate numbers of First Aiders or Appointed Persons?			
<b>Asbestos</b>			
Has an asbestos survey been conducted at all sites?			
<b>Hazardous Substances</b>			
Are risk assessments available on the use of all hazardous substances?			
<b>Manual Handling</b>			
Are manual handling assessments completed?			
<b>Work at Height</b>			
Has a detailed risk assessment been performed on all tasks involving work at height?			



## **Business Support Manager**

[Remove Watermark Now](#)

To be completed: **Biannually**

Date:

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Is the Health and Safety Policy statement current and up to date?			
Is the Health and Safety Policy statement displayed?			
Has a Health and Safety Plan for the next 12 months been prepared?			
Are we on target with our Action Plan?			
Have all Policies and Procedures been reviewed within the 12 months?			
<b>Health and Safety Performance</b>			
How many accidents/incidents have been reported under RIDDOR within the last 12 months?			
Have annual accident /incident statistics been compiled?			
Have trends in accidents/incidents been identified to provide a direction for future safety initiatives?			
<b>Communication and Consultation</b>			
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?			
<b>Risk assessments</b>			
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?			
Are control measures being maintained?			
Have staff had the risk assessments brought to their attention?			
<b>Contractors and Maintenance</b>			
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate insurance?			
Are staff informed of the control measures that need to be taken to protect themselves and others from the hazards of the work?			
Are staff aware of the potential hazards arising out of the contract/maintenance work?			
<b>Training</b>			
Have all staff received induction training?			

Have staff received specific health and safety training?			
<b>Fire and Emergencies</b>			
Do all sites have a fire risk assessment in place?			
Has the fire risk assessment been reviewed within the last 12 months?			
Has the fire alarm and emergency lighting been checked and serviced in the last 12 months?			
Are emergency lights serviced and tested in accordance with the relevant British Standard?			
Is the fire logbook up to date?			
Have all extinguishers been serviced within the last 12 months?			
<b>Accident / First Aid</b>			
Are there adequate numbers of First Aiders or Appointed Persons?			
Are there sufficient first aid boxes provided?			
Is an Accident Book available and are details entered correctly?			
<b>Electricity</b>			
Is the fixed electrical testing up to date for each site?			
Is the portable appliance inspection and testing schedule up to date?			
Is there an appropriate system of user checks, formal visual inspections by site managers and combined inspection and test by competent persons for all tools and equipment?			
<b>Gas Safety</b>			
Are gas appliances inspected and tested at prescribed intervals?			
Are records kept?			
Are the gas supply isolators readily identifiable and accessible?			
<b>Waste</b>			
Are there sufficient receptacles for the collection of normal waste?			
<b>Work Equipment</b>			
Are statutory inspections complete and are certificates kept on file?			



<b>Asbestos</b>			
Has an asbestos survey been conducted at all sites?			
Is the asbestos survey report made available to all relevant contractors?			
Is all known asbestos material free from damage or deterioration?			
Have the regular checks been completed?			
<b>Display Screen Equipment</b>			
Have workstation assessments been completed and recorded for all 'users' of DSE?			
Has instruction in the use of DSE been given to all 'users'?			
Have all DSE 'users' been advised on the availability of eye tests?			
<b>Excavations</b>			
Is an adequate supply of timber, trench sheets, props or other supporting material made available before excavation work begins?			
Does the excavation affect the stability of neighbouring structures?			
Is a safe method used for putting in the support, i.e. one that does not rely on people working within an unsupported trench?			
Is the excavation inspected by a competent person at the start of every shift and after any accidental collapse or event likely to have affected its stability?			
<b>Hazardous Substances</b>			
Are risk assessments available on the use of all hazardous substances?			
Are hazard data sheets readily available?			
<b>Ladders and Stepladders</b>			
Are all ladders and stepladders in good condition?			
Has the condition of all ladders and stepladders been checked and records kept?			
Are the ladders provided adequate for the heights to be accessed and the activities to be carried out?			
Has instruction been provided in the correct use of ladders and stepladders?			
<b>Legionella</b>			
Has the water system been disinfected within the last 12 months?			
Are the temperatures recorded adequate to control the growth of legionella?			

Are the temperature monitoring records up to date?			
<b>Manual Handling</b>			
Are manual handling assessments completed?			
<b>Personal protective equipment</b>			
Are all items of personal protective equipment readily available and plentiful?			
<b>Traffic Routes</b>			
Is the lighting adequate?			
Are all external lights working?			
Are there any areas in need of repair?			
<b>Work at Height</b>			
Has a detailed risk assessment been performed on all tasks involving work at height?			
Are assessments regularly reviewed?			
Is the work at height supervised?			
Are all persons involved with work at height suitably trained?			

**To be completed: Quarterly****Date:**

Subject	Yes	No	Comment
<b>Health and Safety Management</b>			
Is the Health and Safety Policy statement displayed?			
<b>Communication and Consultation</b>			
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?			
<b>Risk assessments</b>			
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?			
Have staff had the risk assessments brought to their attention?			
<b>Contractors and Maintenance</b>			
Are staff aware of the potential hazards arising out of the contract/maintenance work?			
Where contract or maintenance work is being carried out, have effective measures been put into place to segregate people from the hazards?			
<b>Training</b>			
Have all staff received induction training?			
<b>Fire and Emergencies</b>			
Are all emergency exits clearly marked?			
Is there a means of raising the alarm, and does it work?			
Are all escape routes and exits free from obstruction?			
Are all fire exit doors fully operational?			
Has the fire alarm and emergency lighting been checked and serviced in the last 12 months?			
Are the weekly fire checks being carried out?			
Is the fire logbook up to date?			
Have all extinguishers been serviced within the last 12 months?			
Are notices displayed informing all persons what to do in the event of fire and the location of the assembly point?			

<b>Accident / First Aid</b>			
Are there adequate numbers of First Aiders or Appointed Persons?			
Are there sufficient first aid boxes provided?			
Is an Accident Book available and are details entered correctly?			
<b>Electricity</b>			
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage?			
Are electrical installations kept free from clutter?			
Is the portable appliance inspection and testing schedule up to date?			
Do all portable electrical appliances appear to be free from any obvious signs of damage?			
<b>Gas Safety</b>			
Are the gas supply isolators readily identifiable and accessible?			
<b>Asbestos</b>			
Is the asbestos survey report made available to all relevant contractors?			
<b>Display Screen Equipment</b>			
Have workstation assessments been completed and recorded for all 'users' of DSE?			
Has instruction in the use of DSE been given to all 'users'?			
<b>Hazardous Substances</b>			
Are hazard data sheets readily available?			
Have those who may be exposed been informed of the potential risks to health?			
<b>Ladders and Stepladders</b>			
Are all ladders and stepladders in good condition?			
Has the condition of all ladders and stepladders been checked and records kept?			
Are the ladders positioned so that users don't have to overstretch or climb over obstacles to work?			
Has instruction been provided in the correct use of ladders and stepladders?			
<b>Personal protective equipment</b>			
Are all items of personal protective equipment readily available and plentiful?			

<b>Traffic Routes</b>			
Is the lighting adequate?			
Are all external lights working?			
Are paths kept clean and free from slipping hazards?			
Are there any areas in need of repair?			
<b>Work at Height</b>			
Is the work at height supervised?			
Are all persons involved with work at height suitably trained?			

