

**Health and Safety  
in the Diocese of  
Arundel and  
Brighton**

**2006**

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## **1. Why manage health and safety?**

### **1.1. Legal and moral reasons**

The Bishop and Trustees are committed to ensuring that a high standard of health and safety is maintained throughout the Diocese of Arundel and Brighton. They recognise that as well as the specific legal duties imposing health and safety responsibilities on them as employers, they have a moral duty of care to all who come into contact with their buildings and activities. This includes the many volunteer workers whose contribution to the work of the Diocese is highly valued.

It is unacceptable that anyone should be killed, injured or become unwell as a consequence of either the work they undertake for the Diocese, (be that paid or unpaid) or as a consequence of participating in the activities associated with the Diocese (parishioners, visitors etc). We should view managing health and safety as a concrete expression of our pastoral care.

### **1.2. Economic reasons**

Accidents are costly in terms of human suffering, demands on resources (e.g. time and money) and damage to the reputation of the organisation in which the accident occurs. The Bishop and Trustees believe that a positive commitment to health and safety, particularly at parish level, is fundamental to the ethos of the Diocese and the promotion of Christianity generally.

That said we cannot ignore the demands of our increasingly litigious society. We are bombarded with advertisements promising 'No win, No Fee' results for those suffering injuries sustained as a result of accidents.

In our acquisitive society, many see an unfortunate accident as an opportunity. Efforts to identify hazards and reduce the risk of harm from those hazards will serve to protect parishes from the damaging results of litigation.

## **2. What does this mean at parish level?**

In 2004 the Bishop and Trustees adopted a new Health and Safety Policy. A summary of this policy is contained in The Statement of Intent (Appendix A of this booklet). A full copy of the Health and Safety Policy is available in Section 13 of the Parish Administration Manual.

To be effective across the Diocese this policy must be implemented at parish level and for this to be successful the Bishop and Trustees have to delegate their responsibility for health and safety management to the parish priest.

To meet their responsibilities and ultimately to assist parish priests, the Bishop and Trustees need to see what steps are being taken within each parish to ensure the high standards of health and safety they have set are being maintained. The most effective means of achieving this is for parishes to return health and safety information to the Diocese in a systematic way and much as they return other parish information.

### **3. What information is needed?**

#### **3.1. Audit and risk assessments 2006**

Parishes will need to undertake the following:

##### **3.1.1. Health and Safety Audit**

This is a thorough and systematic inspection of parish buildings and the activities carried out within them to identify hazards. The review should look in particular at the following subjects:

**Accidents and emergencies** including:

- Emergency procedure
- General fire safety
- Disabled and vulnerable people
- First Aid
- Security (building, and people including the Parish Priest)

**Asbestos** including:

- Location
- Type
- Condition
- Monitoring programme
- Information

**Electricity** including:

- Test and inspection programme
- Fire detection and warning
- Working at height
- Competence of contractors

**Fire Safety** including:

- Fire detection and warning
- Fire fighting equipment
- Emergency procedure
- Escape routes and exits
- Emergency lighting
- Disabled and vulnerable people

**Manual handling (lifting and moving objects)** including:

- What is being lifted and moved
- Equipment for lifting and moving
- Who is lifting and moving objects
- Where and how items are stored.
- Information, instruction and training for lifting and moving objects.

**Slips, trips and falls** including:

- Internal and external floor surfaces
- Furniture and equipment
- Cables (communication and electrical)
- Storage
- Lighting
- Tower
- Balcony

**Working at height** including:

- What tasks require work at height
- Equipment for working at height
- Who is working at height
- Information, instruction and training for working at height

A checklist for carrying out a health and safety audit (for parishes preferring to undertake the audit themselves) is included in the Appendices. (Appendix B) This checklist covers the seven subject areas listed above. Parishes will need to adjust the checklist to suit their particular requirements.

### **3.1.2. Health and Safety Risk Assessments**

Using the information obtained in the health and safety audit complete **risk assessments** for each of the 7 subjects in 3.1 above, and any other subjects where the parish have concerns for safety (e.g. particular activities or structures).

Information on risk assessment has been provided in the form of:

1. Health and safety workshops run across the Diocese in 2003,
2. Detailed information available in the Diocesan Health and Safety Manual which can be found in Section 13 of the Parish Administration Manual,
3. Contact details for nicola worley consultancy ltd (Diocesan Health and Safety Appointed Person) for professional help.

A sample risk assessment form (for parishes preferring to undertake risk assessments themselves) can be seen in the Appendices (Appendix C).

### **3.2. Users of Non Diocesan Property**

Parishes have a duty of care to protect from harm all those participating in parish activities on premise which fall outside the control of the Diocese of Arundel and Brighton (e.g. parishes using other faith churches as a place of worship and university chaplaincies).

Parish priests and chaplains operating in non Diocesan property should routinely check for conditions which may compromise the well being of users in the same way they would if using Diocesan property e.g. check for any slip, trip or fall hazards and provide appropriate warning to users.

The person in control of non Diocesan property must be contacted and asked to disclose in writing information about any issue likely to compromise the health and safety of those using the premises. A suggested format is included in the Appendices (Appendix E).

## **4. What information will need to be returned and to whom?**

A copy of the parish audit, parish risk assessments and copies of disclosed information from persons in control of non Diocesan property, will need to be returned to Rev. Mgr. Canon John Hull V.G. at Bishop's House, Hove.

The form 'Parish Health and Safety Return' (See Appendix D) should accompany any documentation submitted

## **5. When will this work have to be completed?**

All documentation will need to be returned by 31 July 2007.

## **6. Monitoring and Review**

Health and safety management is an ongoing process and to be effective it must be regularly monitored and reviewed. Parishes should review their risk assessments regularly and update them as appropriate. Annually is a good yardstick, however, if there is a significant change to any of the components of the risk assessment e.g. a change in people, buildings, equipment or activity, then the risk assessment will need to be reviewed regardless.

### **6.1. Quinquennial Review and Return**

After the initial return from parishes they will be asked to provide health and safety information in line with the other parish information they provide on a quinquennial basis. This will take the form of conducting a health and safety audit and updating risk assessments from that audit. Copies of both the review and risk assessments should be forwarded to Rev. Mgr. Canon John Hull V.G.

## **7. What options are available to parishes for completing this work?**

It is entirely at the discretion of the individual parish as to how they meet these health and safety obligations.

### **7.1. In house**

Some parishes may have individuals amongst their parishioners who may be prepared to take this task on.

### **7.2. Health and safety professionals**

Where parishes do not have the resources to undertake this task themselves the answer is to employ a health and safety professional. By using a professional individual or organisation, parishes are able to free up their time and resources to concentrate on aspects of parish life more suited to their particular skills; are more likely to ensure the task is completed correctly and will avoid difficulties within the parish should there be the need for redress.

#### **7.2.1. Diocesan Health and Safety Appointed Person**

Since 2003 the Diocese has secured the services of Nicola Worley Consultancy Ltd to advise and assist on all aspects of health and safety in the Diocese. Nicola Worley has worked for many years within the Diocese, in particular at St. John's Seminary where health and safety formed a large part of her work. She is very experienced at applying health and safety law and good practice to the very particular circumstances found in the parish.

Parishes can contact Nicola for help and advice. Should they wish, she will undertake the work necessary to meet the requirements now being asked of parishes. (Fees are chargeable for this service). Contact details are given in the Parish Administration Manual and on the back cover of this booklet.

#### **7.2.2. Other health and safety professional**

Parishes may prefer to make their own choice of health and safety professional. (Fees will be chargeable at the discretion of individual professionals).

### **7.3. Costs**

Any costs incurred in respect of completion of the aforementioned documentation will be the responsibility of individual parishes. Parishes choosing not to use the Diocesan Health and Safety Appointed Person are advised that a charge will be made in respect of checking submitted documentation and undertaking further work, where necessary to ensure returned information is adequate.

***NB This booklet is available to download from the on line Parish Administration Manual at the Diocesan website [www.dabnet.org](http://www.dabnet.org).***

# Statement of Intent

This is the health and safety policy of The Roman Catholic Diocese of Arundel and Brighton which includes parishes, chaplaincies, Arundel Cathedral, St. Cuthman's Pastoral Centre, Christian Education Centre, Curial Offices, Bishop's Residence, Private Schools and other Diocesan buildings.

- The Diocese recognises that effective and efficient management of health, safety and welfare is a management responsibility on an equal footing with other management spheres of operation.
- The Diocese recognises that it must comply with its common law and statutory obligations in relation to the health, safety and welfare of all those who work for it whether as employees, volunteers or contractors.
- The Diocese encourages a high standard of health, safety and welfare for the sake of the common good and the coming of the Kingdom of God.
- The Diocese aims to provide adequate control of the health and safety risks arising from its work activities.
- The Diocese will consult with its clergy, employees and volunteers on matters affecting their health and safety.
- The Diocese will provide information, instruction and supervision for its clergy, employees and volunteers.
- The Diocese will ensure that clergy, employees and volunteers are competent to undertake the tasks expected of them, and provide training where necessary.
- The Diocese will ensure that all hazardous substances are handled and used safely.

- The Diocese is committed to providing and maintaining safe plant and equipment.
- The Diocese will maintain a healthy and safe environment for all those who use their facilities.
- The Diocese is committed to doing all that is reasonable to prevent accidents and work related ill health.
- All those who undertake work for the Diocese, whether they are clergy, employees, volunteers or contractors, are expected to act responsibly, to prevent injury to themselves and others, and to co-operate with management in all matters relating to health and safety.
- The Diocese is committed to monitoring health and safety continuously and to reviewing this policy in the light of any changes.

**Signature:**



**Rev. Mgr. Canon John Hull. Vicar General**

*For and on behalf of the Diocese of Arundel and Brighton*

**Date: 6<sup>th</sup> October 2005**

*This date will be the annual review date of our health and safety policy.*

## **Checklist for parish audit**

**Parish name: (E.g. St. Joseph's, Epsom)**

**Church/ Church hall/ presbytery (delete as appropriate)**

**Employees: Number & hours per week**

**Regular volunteers: number & hours per week**

(Include cleaners, welcomers, flower arrangers, altar servers, liturgy groups, choir/ music group, readers, Eucharistic ministers, sacristans etc.)

**Maximum congregation:**

**Average congregation size:**

**Maximum number using the hall & for how long:**

**Date of audit:**

**Name of person(s) conducting this audit:**

Ref.		Yes/ no	Comments/ details
	<b>Accidents &amp; Emergencies</b>		
AE01	In which buildings is first aid equipment available in?		
AE01a	Is it clearly visible and easily accessible?		
AE01b	Are the contents suitable and sufficient?		
AE02	Does any one check first aid boxes?		
AE03	Is anyone trained to administer first aid? How many?		
AE03a	Are your trained first aid personnel likely to be on hand at high capacity services?		
AE04	Do you have an Accident Book?		
AE04a	Is it Data Protection Compliant?		
AE04b	Is it maintained?		
AE04c	Where is it kept?		
AE04d	How many entries have been made in it over the last 12 months?		
AE04e	What is the nature of the most common recorded accidents over the last 12 months?		
AE04f	Have you had to report any accidents under the requirements of RIDDOR over the last 12 months?		
AE04g	Do you inform people of what sort of accidents and incidents they should report in the accident book? (Details)		
AE04h	Who is responsible for managing the accident book?		
AE05	What information do you give to people hiring the parish centre?		
AE06	Is an intruder alarm fitted to any of the buildings?		
AE06a	Is it regularly maintained by a competent engineer?		
AE06b	Does it ring direct to the police or a security monitoring centre?		

Ref.		Yes/ no	Comments/ details
AE06c	Is the intruder alarm used?		
AE06d	Are panic buttons installed in connection with the intruder alarm? (Give details of locations)		
AE07	Do you have a procedure for people working alone in any of the parish buildings? (Details)		
AE08	Do you have a clear and concise emergency plan? (Give details)		
AE08a	Does your emergency plan include managing disabled and vulnerable people in an emergency?		
AE08c	Do you ensure that key people are familiar with the emergency plan?		
AE08d	What is the role of the key people you inform of your emergency plan? (e.g. welcomer/ liturgy group leader)		
AE08e	How do you inform people of your emergency plan? (Give details)		
AE09	Is the gas cut off point (s) clearly identifiable and easily accessible?		
AE09a	Do key people know what to do in the event of a suspected gas leak?		
AE10	Are water cut off point(s) clearly identifiable and easily accessible?		
AE11	Are electricity cut off point(s) clearly identifiable and easily accessible?		
AE12	Are there any particular hazards on site that would compromise safe management of an emergency? E.g. chemicals, fuel stores		
AE13	Do you use heating oil to fuel any central heating appliances?		
AE13a	What is the capacity of your oil storage tank (s)?		
AE13b	How old is the oil storage tank(s)?		
AE13c	Does the oil storage tank include a secondary containment system (bund) which meets the requirements of the current oil storage regulations?		
AE13d	Is your oil storage tank located within 10meters of a water course or within 50meters of a well or borehole?		

Ref.		Yes/ no	Comments/ details
AE13e	Are oil deliveries supervised?		
AE14	What chemicals do you use on site?		
AE14a	Do you purchase chemicals used on site from a reputable source?		
AE14b	Are chemicals kept in their original packaging or in a container which clearly states the contents and any important safety information?		
AE14c	Are chemicals stored out of the public domain?		
AE14d	Who needs to use the chemicals you have on site?		
AE14e	Do they receive any information about the chemicals they use? (e.g. safety information, information about storage etc) Give details.		
AE15	What personal protective equipment do you supply to workers and volunteers (e.g. protective gloves, ear defenders, eye protection).		
	<b>Fire Safety</b>		
FS01	Is there an automatic fire detection & warning system fitted to any of the buildings?		
FS01a	Does it ring direct to the fire services? If not what is the procedure & does everyone know about it?		
FS01b	Is it regularly maintained by a competent engineer? (Details)		

Ref.		Yes/ no	Comments/ details
FS01c	Is the fire alarm sound tested from a different call point each week?		
FS01d	Are all fire alarm call points clearly visible & unobstructed?		
FS01e	Are battery operated smoke detectors fitted to all floors in the presbytery?		
FS02	How often are battery operated smoke detectors tested?		
FS02a	Can the fire alarm be raised without placing anyone in danger?		
FS03	Which of the following types is each of your buildings: <b>Type A</b> – complete non-combustible construction, i.e. elements of structure, floors and walls. Supporting structure brick or concrete. <b>Type B</b> – traditional construction, i.e. non-combustible walls with combustible floors. <b>Type C</b> – combustible construction, i.e. timber floors and walls.		Presbytery  Church  Church hall
FS04	Are an adequate number of suitable fire extinguishers provided?		
FS04a	Are the fire extinguishers & fire blankets suitable and ready for use?		
FS04b	Is fire fighting equipment regularly tested & inspected? (Details)		
FS05	Are all heaters fitted with suitable guards & fixed in position away from combustible materials?		
FS06	Are all portable electrical appliances inspected regularly & fitted with correctly rated fuses?		
FS07	Is the wiring of the electrical installation inspected periodically by a competent person?		
FS07a	Is the use of extension leads & multi point adaptors kept to a minimum?		
FS07b	Are flexes run in safe places where they will not be damaged?		
FS07c	Are RCD'd or low voltage used on electrical equipment used outside?		
FS08	Is the upholstery of furniture in good condition?		
FS09	Are the buildings free of rubbish & combustible waste material?		
FS10	Is smoking prohibited?		
FS10a	What do you do to ensure the safe disposal of waste smoking material & incense?		

Ref.		Yes/ no	Comments/ details
FS11	Have suitable measures been taken to protect against the risk of arson? (Give details)		
FS12	Do you store fuel (petrol) or any other flammable liquid/ gas on the premises?		
FS12a	Where and how are your flammable liquids/ gases stored?		
FS13	Are all central heating boilers regularly maintained?		
FS13a	Are combustible materials stored in close proximity to the boiler?		
FS14	How many exits to a place of safety are there in each building? (List with internal widths)		
FS14a	Do they open in the direction of escape (outwards)?		
FS14b	Can they be locked back?		
FS14c	Do exits lead to a place of safety from a fire in the building(s)?		
FS14d	Are they identified as exits with signs?		
FS14e	Are they locked open when the building is in use?		
FS14f	Are notices displayed on exits to indicate they should be locked open when the building is in use?		
FS14g	Are final exits capable of being opened immediately without the use of a key?		
FS14h	Are exits to a place of safety wide enough to allow a wheelchair to pass through?		

Ref.		Yes/ no	Comments/ details
FS15	Have any measures been taken to ensure that smoke & flames cannot spread from one part of the building to another? (e.g. fire doors)		
FS15a	Are internal fire doors labelled as such & normally kept closed?		
FS15b	Are the self closers on fire doors operating correctly?		
FS15c	Are automatic hold open devices used correctly? (i.e. not physically obstructed).		
FS15d	Are all fire resisting doors maintained in good order?		
FS15e	Are all fire resisting doors fitted with smoke seals/ brushes?		
FS16	Are escape routes clearly signed?		
FS16a	Are escape routes adequately lit?		
FS16b	Are escape routes free from obstruction?		
FS16c	Are escape routes free from tripping & slipping hazards?		
FS16d	Are escape routes free from sources of combustion?		
FS17	Are internal steps & stairs in a good state of repair?		
FS18	Do you have any form of emergency escape lighting installed in any buildings? (Details)		
FS18a	Is the emergency lighting regularly maintained? (Details)		

Ref.		Yes/ no	Comments/ details
FS18b	If you use hand held torches as a means of emergency lighting, are they clearly identifiable and regularly maintained? (Give details)		
FS19	Do you or any other key personnel have any training in fire safety (how to call the fire brigade, use of fire extinguishers, basic fire prevention etc)?		
FS19a	Has an emergency plan been drawn up in case of a major fire? (Give details)		
FS19b	Where are copies of your emergency plan kept?		
FS19c	Who knows about the emergency plan?		
FS19d	Do you make sure that any new people becoming involved in a key role in the parish receive instruction in what to do in an emergency?		
FS19e	Have plans been made & rehearsed regarding assisting disabled persons to evacuate the premises? (includes visually, auditory & mobility impaired + learning difficulties). (Give details)		
FS20	Have reasonable measures been taken to prevent fires as a result of cooking?		
FS21	Are filters & ductwork kept clean & in good order?		
FS22	Are kitchen extractor devices located over hobs kept free of a build up of grease?		
FS23	Is all gas equipment checked annually?		
FS24	Do you have any open fires in the buildings?		
FS24a	How often are chimneys swept?		
FS24b	Are unattended open fires covered with a suitable guard?		

Ref.		Yes/ no	Comments/ details
FS25	Are all naked flames extinguished or left in a safe condition?		
FS26	Do you keep records of: Accidents Incidents Fire alarm tests Fire training First Aid Training Emergency lighting maintenance Fire alarm maintenance Fire fighting equipment maintenance Electrical testing & maintenance (system and portable appliances) Gas appliance inspection Central heating boiler inspections Oil storage tank inspections Portable gas installation inspections		
FS27	Is there a tower in the church?		
FS27a	How is the tower accessed & exited? (E.g. same route in and out/ alternative routes in and out).		
FS27b	Is there any fire detection and warning to the tower?		
FS27c	Can the main body of the church be seen easily from the tower?		
FS27d	Is the escape route from the tower adequately lit?		
FS27e	Is there a cupboard under the tower stairs & what is it used for?		
FS27d	Is there any electrical equipment near the entrance/ exit to the tower?		
FS28	Is there a balcony in the church?		
FS28a	How is the balcony accessed & exited? (e.g. same route in and out/ alternative routes in and out).		
FS28b	Is there any electrical equipment near the entrance/ exit to the balcony?		

Ref.		Yes/ no	Comments/ details
FS28c	Is there a cupboard under the balcony stairs & what is it used for?		
	<b>Asbestos</b>		
ASB01	How old are your buildings?		Church Presbytery Hall
ASB02	Do you know where asbestos is in any of your buildings? Is it written down?		
ASB03	Have you had any type of asbestos survey conducted in any of the buildings? (Give details)		
ASB04	If you know of asbestos in the buildings do you check it regularly?		
ASB05	Is there any encapsulated asbestos in the buildings?		
ASB06	Is it identified with warning signs?		
ASB07	Do you give any information about asbestos in your buildings to contractors or other people, likely to damage the fabric of the buildings?		
ASB08	Do you use competent contractors?		
ASB09	Do you have a plan to deal with the accidental damage of asbestos containing material and who knows about your plan?		
ASB10	Is there any equipment in the buildings which contains asbestos & is it safe? (e.g. organ blower)		
	<b>Electricity</b>		
ELC01	Do you check parts of the superstructure of the electrical system in the buildings annually?		
ELC02	Do you change your own light bulbs?		

Ref.		Yes/ no	Comments/ details
ELC02 a	What equipment do you use for carrying this task out?		
ELC02 b	Do you have to exceed a working height of 2m to do this?		
ELC03	What sort of electrical work would you allow to be undertaken by a DIY enthusiast in your buildings?		
ELC03 a	Who do you allow to undertake electrical work for you?		
ELC03 c	Are the people you allow to work on your electrical system appropriately qualified? (Give details)		
ELC04	Do you have problems with water leaks or pests in the building which might adversely affect the electrical system? (Give details).		
ELC05	Is there any lightning protection to the church? (Give details).		
ELC05 a	Is your lightning protection regularly tested and inspected? Give details		
ELC06	Is combustible material stored in close proximity to electrical switch gear?		
ELC07	When electrical equipment is not in use is it switched off, and, where appropriate, unplugged?		
ELC08	What office equipment do you have?		

Ref.		Yes/ no	Comments/ details
ELC08 a	Who uses it?		
ELC08 b	Do you have a photocopying machine?		
ELC08 c	Is it regularly maintained by a competent person? (Give details)		
	<b>Manual Handling</b>		
MH01	<p>Which of the following tasks occur in the parish requiring objects to be lifted or moved?</p> <p>Stationary supplies  Reams of paper  Hymn books, order of service, prayer books  Pews  Chairs  Tables  Other furniture  Carrying heavy candlesticks, crosses other ceremonial objects  Floral displays  Other items (give details)</p>		
MH02	Do you store anything which requires anyone to climb higher than 2m above the floor to reach it?		
MH03	Who lifts & moves these objects?		
MH03a	Do you feel you have a reasonable control over who lifts & moves things?		
MH03 b	Under what circumstances would you prohibit someone from lifting & moving objects?		

Ref.		Yes/ no	Comments/ details
MH04	Do you have any special equipment to help lifting & moving? Trolley Step ladder/ ladder Mechanical lifting gear		
MH04a	Do you regularly check lifting equipment to ensure it remains safe? (Including user checks).		
MH05	If you have mechanical lifting gear do you ensure it is regularly tested and inspected by a suitably qualified person?		
MH06	What advice do you give to people lifting & moving objects?		
	<b>Slips, trips &amp; falls</b>		
STF01	Are all floor surfaces outside & in, suitable for the purpose?		
STF01 a	Are floor surfaces free from holes, bumps & uneven areas which could cause person(s) to trip?		
STF01 b	Are there any known defects to floor surfaces inside or out? (Details)		
STF02	What do you do to warn of defects until you can remedy them?		
STF03	Is lighting inside & out adequate?		
STF03 a	Is outside lighting automatic?		
STF03 b	If lighting is not automatic what do you do to ensure that external exit routes are adequately lit?		
STF03 c	Is there lighting to the car park?		
STF04	Where are handrails located?		
STF04 a	Are step nosings highlighted in contrast material?		

Ref.		Yes/ no	Comments/ details
STF04 b	Excepting handrails and step nosings, what other equipment and procedures do you have to help disabled people to gain safe access and egress from your parish buildings?		
STF05	If you have a balcony how high is the guard rail from the floor?		
STF05 a	Does the rail consist of a top and bottom rail?		
STF05 b	Is the gap between the two rails sufficient to remove the risk of people or items falling through?		
STF05 c	Do you restrict access to the tower or balcony areas?		
STF05 d	How do you restrict access?		
STF06	Are all items stored safely to avoid the risk of tripping?		
STF07	Do all windows open outwards?		
STF07 a	Are there any opening windows which present a hazard? E.g. open out onto a path, could be fallen out of?		
STF07 b	Are restrictors fitted to any upstairs windows where there could be a danger of people falling from them?		
STF08	Do you or anyone else attempt to undertake any work around the buildings which requires you to go on the roof or reach windows above the ground floor?		
STF08 a	Who would undertake roof work or window cleaning?		
STF09	Are there any unprotected areas of glass? E.g. screens, glass display cabinets		

Ref.		Yes/ no	Comments/ details
STF10	Do you have regular clear outs of stored items?		
STF11	What do you do to avoid external pathways becoming slippery from moss, snow or ice?		
STF12	Is there a graveyard which falls under your control?		
STF12 a	Do you check it regularly to ensure there are no objects likely to fall on people?		
STF13	Do you check that all pathways are well kept to reduce the likelihood of someone tripping and falling on an unseen hole, depression or other hazard?		
	<b>Working at Height</b>		
WH01	What tasks are undertaken in the parish which require people to be raised from ground level? E.g. Changing light bulbs Reaching stored items Hanging displays/ banners etc Covering statues/ crucifixes etc.		
WH02	What equipment do you have for this work?		
WH02 a	What checks do you carry out to ensure working at height equipment remains safe?		
WH03	Under what circumstances would you prevent someone climbing a ladder?		
WH03 a	Do you feel you have enough control over the type of tasks parishioners might undertake which involves them climbing ladders or similar?		
WH03 b	By what means do you seek to prevent unauthorised use of ladders?		

Ref.		Yes/ no	Comments/ details
WH04	Are you aware of the Diocesan working height limit?		
WH04 a	Do you make others aware of the Diocesan working height limit?		
WH04 b	Do you provide any instruction for working at height?		
WH05	Do you allow contractors to use your ladders & similar equipment?		
WH06	Do you have any mobile scaffolding or similar?		
WH06 a	Is it regularly checked?		
WH06 b	Who is permitted to use it?		
WH06 c	What qualifications do users of your mobile scaffolding have which allows them to use it?		
WH07	Do you provide any warning of ladder work in progress or prevent access to the work area?		
	<b>Other</b>		
<p><b>The above checklist is not exhaustive. Give details of any hazards noted during your inspection which you feel should be assessed in more depth. E.g. chemicals, graveyards, issues involving access for disabled and vulnerable people, activities such as the Easter Vigil etc.</b></p>			

# Risk Assessment Form

Sample information is shown in lighter contrast ink.

Risk Assessment subject:	Electricity	
Assessment undertaken by: Name of person(s)	Date:	Review date: (Usually 1 year on from assessment date)
Reference material: <i>e.g. Regulations and Approved Codes of Practice</i>	See Parish Administration Manual/ Section 13/ Risk Assessment	
Hazards Identified:	Exposure to electrical infrastructure Use of electrical appliances Working at height Trailing cables	
Risks Identified	Electric shock Fire Falling from working at height equipment Tripping on cables Electrical discharge from lighting strike	
Who and how many might be harmed?	Parish priest and other clergy (<3) Employees (<5) Regular volunteers (c.300) Contractors (<10 on any given day) Congregations (c.350 maximum/ typically 150) Disabled visitors (<5 on any given day) Users of the hall (up to 160 on any given day)	
Duration of exposure	Housekeeper 6hrs per week Regular volunteers <2hrs per week Congregations up to 2hrs per service	
Current control measures:	Electrical system regularly tested and inspected. Date of last test.  Portable electrical equipment regularly tested and inspected. Date of last test.  Standing height limit is observed.  Working at height equipment is regularly checked.  Lighting protection installed and regularly tested and inspected. Date of last test.	
Action recommended:	Remove stored combustible items from cupboards containing electrical switch gear.	Priority & Timescale High Immediate

# Parish Health and Safety Return

**Please complete the following information and return to:**

**Rev. Mgr. Canon John Hull V.G.  
Bishop's House  
The Upper Drive  
Hove  
East Sussex BN3 6NE**

**Parish Name:**

**Parish Priest:**

**Name(s) of person(s) assisting with health and safety in the parish:**

**Person to contact for health and safety queries in your parish (please supply contact details):**

**Parish buildings include: *(Please delete where not applicable)***

**Church(es)**

**Parish Hall(s)**

**Presbytery**

**Parish Office**

**Other (please give details) -----**

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**Date of this return:**

Please complete the table below indicating what information you are returning.

	<b>Copy enclosed (tick if appropriate)</b>
<b>Audit</b>	
<b>Risk Assessments</b>	
Accidents and Emergencies	
Asbestos	
Electricity	
Fire Safety	
Lifting and moving objects (Manual Handling)	
Slips, Trips and Falls	
Working at Height	
Other risk assessments: (list below)	

Thank you for completing and returning this information

**Disclosure letter for users of Non Diocesan Property**

*To be issued from the parish priest/ chaplain to the person in control of any non Diocesan property used by the parish/ chaplain.*

Dear

Re: Health and Safety at .....

The Diocese of Arundel and Brighton are carrying out a review of health and safety at all those premises used in association with their activities.

Would you be kind enough to confirm in writing whether or not there are any issues which may reasonably be expected to affect my own health and safety and/ or the health and safety of those who use .....

With grateful thanks.

Yours sincerely

Mrs Nicola Worley (Diocesan Health and Safety Appointed Person)  
Unit 23 Hewitts Estate  
Elmbridge Road  
Cranleigh  
Surrey GU6 8LW

01483 548081  
07968 895014  
[info@nwconsultancy.co.uk](mailto:info@nwconsultancy.co.uk)

