



Diocese of Arundel & Brighton

Health and Safety Policy

(Section 1)

THIS POLICY WAS PREPARED BY



nicola worley consultancy ltd, Unit23, Hewitts Estate, Elmbridge Road,
Cranleigh, Surrey GU6 8LW
Telephone: 01483 548081 email:info@nwconsultancy.co.uk

Reproduction of this publication is permitted only for use by parishes and agencies of the Diocese of
Arundel and Brighton

The Diocesan health and safety policy and supporting documentation has been split into 4 sections as follows:

Section 1 Health and Safety Policy

Section 2 Health and Safety Topics

Section 3 Risk Assessment

Section 4 Forms and Notices

Contents

Introduction	1
Why manage health and safety?	1
Responsibilities	3
Responsibility of the Bishop and Trustees	3
Responsibility of the Parish Priest or other Responsible Person	4
Responsibility of employees and volunteers	5
Responsibilities of the 'Competent Person'	6
What if I do nothing?	7
What do I do next?	7
Get some help	8
Is that it?	9
Top tips	10
Definition of terms	11
Management structure for the implementation of health and safety policy	
Arundel Cathedral	13
Management structure for the implementation of health and safety policy	
Bishop's House	14
Management structure for the implementation of health and safety policy	
Bishop's Residence	15
Management structure for the implementation of health and safety policy	
Christian Education Centre	16
Management structure for the implementation of health and safety policy	
Parishes	17
Management structure for the implementation of health and safety policy	
Independent schools	18
Management structure for the implementation of health and safety policy	
St. Cuthman's Diocesan Retreat Centre	19
Statement of Intent	20
Fire Safety Policy	22

Introduction

The information in the Diocesan Health and Safety Manual is designed for use by all those with a responsibility for the implementation of health and safety throughout the Diocese of Arundel and Brighton. This will include clergy, volunteers and employees.

By following the instructions in this manual you will be able to effectively implement the health and safety and fire safety policy which your Bishop has endorsed and meet the requirements of the Health and Safety at Work etc Act, 1974 and associated legislation.

The manual is divided into 4 sections:

Section 1 explains in simple terms:

- Why we have to manage health and safety.
- What our responsibilities are.
- How we intend to implement those responsibilities.
- The Diocesan Health and Safety Statement of Intent
- The Diocesan Fire Safety Policy

Section 2 provides detail on a how to manage a variety of health and safety topics.

Section 3 covers 'Risk Assessment' explaining how to carry out risk assessments and providing suggestions of factors to consider on a variety of topics which you are likely to need to risk assess.

Section 4 includes forms and notices which you might find useful in your management of health and safety and fire safety.

Why manage health and safety?

We are hearing more and more about health and safety throughout our daily lives. Much of what we hear is about the negative side of health and safety. 'We can't do that – health and safety!' This gives us the impression that health and safety is all about what we can't do and that a minefield of legislation leads to endless

paperwork which prevents us getting on with the task we have to do.

We need to consider the reasons behind the legislation - the reasons why we manage health and safety.

Early British reforms to workplace regulation were based on Christian principles. Reform sought to improve the quality of working life by imposing a duty of care on employers. A person should not expect to risk life and limb, or their state of health, as a condition of employment.

Over the years this duty of care has been turned into health and safety legislation. **The Health and Safety at Work etc Act, 1974 (HSWA)** and Regulations made under it, follow a long list of legal enactments which reinforce the duty of care.

Effective health and safety management of the risks associated with our activities has many benefits. It will help:

1. maximise the well-being and productivity of all those who work for us either as paid employees or volunteers;
2. prevent people being injured, becoming ill or being killed as a result of their work activities;
3. improve our reputation in the eyes of the faithful who use our churches and facilities, those who supply us with products and services, and the wider community;
4. avoid the damaging financial effects of health and safety failures;
5. improve relationships with contractors and promote more effective contracted activities; and
6. minimise the likelihood of prosecution and resulting penalties.

Effective health and safety management reduces the risks associated with our activities and helps to prevent accidents, injury and ill health. We shouldn't look on it as preventing us from doing things so much as asking ourselves if what we are doing is safe and whether we could improve safety by doing things differently.

What we are aiming for in the Diocese, is to provide and maintain an environment which allows people to be involved in God's work and celebrate their beliefs without being harmed.

Responsibilities

The main responsibility for ensuring the health and safety of workers and for reducing risks to others affected by work activities (including members of the public) rests with the employer (The person at the head of the business or organisation.)

Section 2(1) of the **Health and Safety at Work etc Act, 1974** states that an employer shall:

'Ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.'

To understand how this is translated to Diocesan management structure, refer to the diagram Management Structure for the implementation of health and safety policy.

The Management of Health and Safety at Work Regulations, 1999 expand on the general duties of the Health and Safety at Work etc Act, 1974. They include requirements for employers to:

1. Assess the risks faced by workers and others from their work activities.
2. Provide effective arrangements for planning, organising, controlling, monitoring and reviewing measures to prevent or protect from harm.
3. Appoint one or more competent persons to help in complying with health and safety law.
4. Provide employees with clear information on the risks they face and what is being done to control those risks.

Responsibility of the Bishop and Trustees

The Bishop and Trustees understand that, as the head of the organisation (The Diocese of Arundel and Brighton) they are ultimately accountable for failings in health and safety management. In recognition of their responsibility they are providing this health and safety policy and supporting manual and ask that every parish, chaplaincy, Diocesan centre, private school

and other Diocesan establishments are active in implementing the health and safety policy provided in this document.

Responsibility of the Parish Priest or other Responsible Person

The Bishop and Trustees have allocated responsibility for health and safety management to a responsible person within each parish (The Parish Priest) or Diocesan establishment.

Every responsible person must:

1. Be directly responsible for implementing the General Health and Safety Policy.
2. Personally adopt and encourage by example, a safety culture within the parish or Diocesan establishment which encompasses all those involved in the activities of the parish or establishment.
3. Undertake regular assessments of the risks associated with all aspects of parish life or the activities of the particular establishment. From the findings of these assessments develop an action plan to enable the constant and continuous improvement of health and safety.
4. Have a good understanding of Regulations, Approved Codes of Practice and guidance governing the activities of their parish or establishment or access such knowledge through a competent person. (As defined in Management of Health and Safety at Work Regulations 1999, Section 7).
5. Provide all employees and volunteers with the means to discuss health and safety issues e.g. regular meetings, informal chats.
6. Identify training to improve safety and ensure such training is undertaken by those concerned.
7. Ensure that all activities are covered by a safe system of work (a recognised, safe procedure to be followed by any one undertaking that activity). Such safe systems of work must be communicated to all relevant persons and be subject to regular monitoring and review to ensure they remain appropriate and are followed.

8. Ensure that fire prevention and control measures are provided in accordance with any fire certification requirements or local authority advice.
9. Ensure that adequate first aid provisions are available and that these are communicated to all personnel.
10. Ensure all accidents are recorded regardless of whether an injury is sustained, and that all accidents are reported as required under RIDDOR.
11. Ensure that a healthy and safe environment is maintained for all personnel. All plant and equipment are appropriately maintained and that defects are remedied without delay.
12. Ensure that any events organised by the parish or other Diocesan establishment are managed in accordance with the current health and safety requirements.

Responsibility of employees and volunteers

Responsibility is also placed on the people working for a business or organisation. This applies to volunteer workers and contractors as well as those on the pay roll.

Section 7 of the Health and Safety at Work etc Act, 1974 states that it shall be the duty of every employee and volunteer while at work:

'To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts and omissions.' (Not wearing protective clothing, not checking equipment prior to use, shortcutting an established safe procedure for completing a task or engaging in horseplay and practical jokes would render a worker liable under this section.)

'As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to cooperate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

In addition all employees and volunteers must:

1. Comply with the Health and Safety Policy.
2. Observe any particular safety rules and procedures. (E.g. Fire Evacuation Procedures).

3. Report any safety hazards they encounter to the Parish Priest or other responsible person.
4. Conform to any written or verbal instructions given to them to ensure their own health and safety and/or the health and safety of others.
5. Dress sensibly and safely as appropriate for their particular working environment and/ or task.
6. Conduct themselves in an orderly manner while in the work environment and avoid all forms of horseplay.
7. Use all equipment, materials and substances in accordance with manufacturer's instructions and for the purpose they were originally intended.
8. Avoid improvisation of any kind, which could create an unnecessary risk to the health and safety of themselves and/ or others.
9. Use any safety equipment and/ or safety clothing provided.
10. Maintain all equipment in good order and report any defects to the Parish Priest or responsible person when they occur.
11. Report all accidents to the Parish Priest or responsible person regardless of whether an injury is sustained or not.
12. Attend as requested any training course which will improve health and safety for themselves and others.

Responsibilities of the 'Competent Person'

Under Management of Health and Safety at Work Regulations 1999 Regulation 7 (Health and safety assistance):

'Every employer shall appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions...'

Further guidance in this regard states that where suitable competence can not be found within an organisation then it should be sought from external sources. However, appointing health and safety assistants or advisers does not absolve an employer from

responsibilities for health and safety under the Health and Safety at Work etc Act 1974 and other relevant statutory provision.

The Diocese has appointed **nicola worley consultancy ltd** to act as competent person in matters of health and safety.

nicola worley consultancy ltd provides health and safety services in an advisory capacity only at the explicit request of the Diocese or those authorised by the Diocese.

It is recommended that where a parish or other Diocesan establishment finds itself without the expertise to adequately discharge its duties as set out in the health and safety policy, they should seek to appoint someone competent to assist them in this regard. They may choose to use nicola worley consultancy ltd or appoint their own competent person.

What if I do nothing?

'Where a health and safety offence is committed and the offence was committed with the consent or connivance of, or was attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the body corporate, then that person (as well as the body corporate) is liable to be proceeded against and punished.' (Section 37, Health and Safety at Work etc Act 1974).

If you do nothing and someone is killed or injured as a result of your neglect then you will be exposing yourself, your bishop and the reputation of your faith to the consequences of your failures.

What do I do next?

Study the following pages which give useful information about the main areas of health and safety. Some will apply to your circumstances more than others but it is likely that each one will have some degree of relevance.

Study the section on Risk Assessment and look at the hazards, risks and controls that apply to particular situations. Again, some of this information will be more applicable than others.

Risk assessment is a very situation specific process and you will probably think of additional hazards, risks and controls which are more relevant to your particular circumstances.

Get some help

It is likely that there will be people within your parish who will be able to assist you. For example, if people have health and safety responsibilities at their place of work they will be able to apply these to parish life. Encourage those people involved in particular activities to undertake risk assessments. It is the people doing the task who know most about how it is done. Draw their attention to the topic pages in this manual in order that they are aware of what they must do to control a particular hazard.

When your risk assessment is complete you will be able to use the information in it to produce a written procedure for carrying out a task e.g. changing light bulbs in the church. This procedure must be used by all those who are involved in such activity.

Be aware of people's limitations and ensure that your expectations exceed their ability. Remember, that as the parish priest or responsible person in a Diocesan establishment, you can not absolve yourself of responsibility for health and safety by delegating that responsibility to others.

Help and advice can also be obtained from the following sources:

Diocesan health and safety 'competent person'

Health and safety risk assessments, audits and reviews, documentation and training.

Mrs Nicola Worley
nicola worley consultancy ltd
Unit 23 Hewitts Estate
Elmbridge Road
Cranleigh
Surrey GU6 8LW

Telephone/ Fax: 01483 548081
Mobile: 07968 895014
Email: info@nwconsultancy.co.uk

www.nwconsultancy.co.uk

Health and Safety Executive

Free information and advice can be obtained by telephoning the information line or visiting the web site.

HSE free Infoline 0845 345 0055

www.hse.go.uk

Local authority

Free information and advice on specific requirements e.g. waste, public entertainment licence, fire safety, food hygiene.

Diocesan insurers

Catholic Churches Insurance Association

www.ccia.org.uk

Parish Administration Manual

This is supplied to each parish or Diocesan centre from Bishop's House, Hove. The Diocesan health and safety policy is included in this manual along with information on many aspects of parish management. Also available on line at www.dabnet.org Follow the links from the Administration section.

Publications

All HSE publications are available from:

HSE Books

01787 881165

Many of the publications listed throughout this manual are in the form of free leaflets which can be downloaded direct from the internet or ordered singularly from HSE Books.

Other useful publications include:

Essentials of Health and Safety at Work

HSE Books

ISBN 0 7176 6179-2

Charity and Voluntary Workers – A guide to health and safety at work

HSE Books

ISBN 0 7176 61857

Is that it?

Your health and safety policy and its component parts are living documents. Don't be tempted to put them in the back of a cupboard and forget all about them. Store them somewhere where they are accessible to your employees and volunteers. Tell them where this place is and encourage them to refer to the information contained within it and familiarise themselves with it.

If you have involved them in the compilation process then they will be more inclined to think about working safely and being generally more safety aware than if they have rules and regulations thrust upon them.

Regularly review your risk assessments (at least annually) to take account of any changes that have been made to the way a task is completed or where legislation has placed specific requirements (e.g. asbestos regulations). Regular updates on changes to legal requirements will be made known to you via Diocesan circulars.

Remember that where changes have occurred you may need to change your written procedures for how a job is to be done.

Top tips

Keeping these tips at the forefront of your mind will go a long way to ensuring an active and positive health and safety culture.

1. Think safety.
2. Get some help.
3. Let safety determine your means not your ends.
4. If you think something is not that safe, then it probably isn't.
5. Good housekeeping solves a lot of problems.
6. Use reliable suppliers and contractors.
7. Keep equipment in good order.
8. Only use equipment to do what it was designed for.
9. Make sure everyone knows what they are doing and how to do it properly.
10. Write it down.

Definition of terms

Statement of intent

The outline of an organisation's overall philosophy to the management of health, safety and welfare.

Responsible person

An individual who is ascribed specific responsibility for the management of health, safety and welfare within an organisation. Such delegation of responsibility comes from the head of an organisation but in no way absolves that head from their overall responsibilities as stated in the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Competent person

An individual who has the expertise, through qualification and/or experience to undertake a given task. For example, competent to manage health and safety or conduct a formal visual inspection of the electrical superstructure of a building.

The degree of expertise may be prescribed by a legal duty or approved good practice.

Employer

The company, organisation or individual who engages a person to undertake work for them, either paid or voluntary.
(This definition is not the legal definition).

Employee

An individual who agrees to undertake work for a company, organisation or individual for which they receive remuneration.
(This definition is not the legal definition).

Volunteer

An individual who undertakes work for a company, organisation or individual for which they receive no remuneration.

Absolute duty

There are circumstances when the risk of injury is very high unless certain controlling measures are taken. In recognition of such circumstances, acts and regulations have imposed an 'absolute duty' on employers to take specific measures to control the hazard.

An absolute duty includes the words 'must' or 'shall' in defining the controls to be implemented.

Practicable

Some regulations refer to hazard control measures being implemented 'so far as is practicable.' 'Practicable' refers to the requirement being achievable in the light of current technological knowledge and feasibility. It does refer to level of difficulty, inconvenience or cost factors, however, some degree of reason can be applied and current practice can be taken into account.

Reasonably practicable

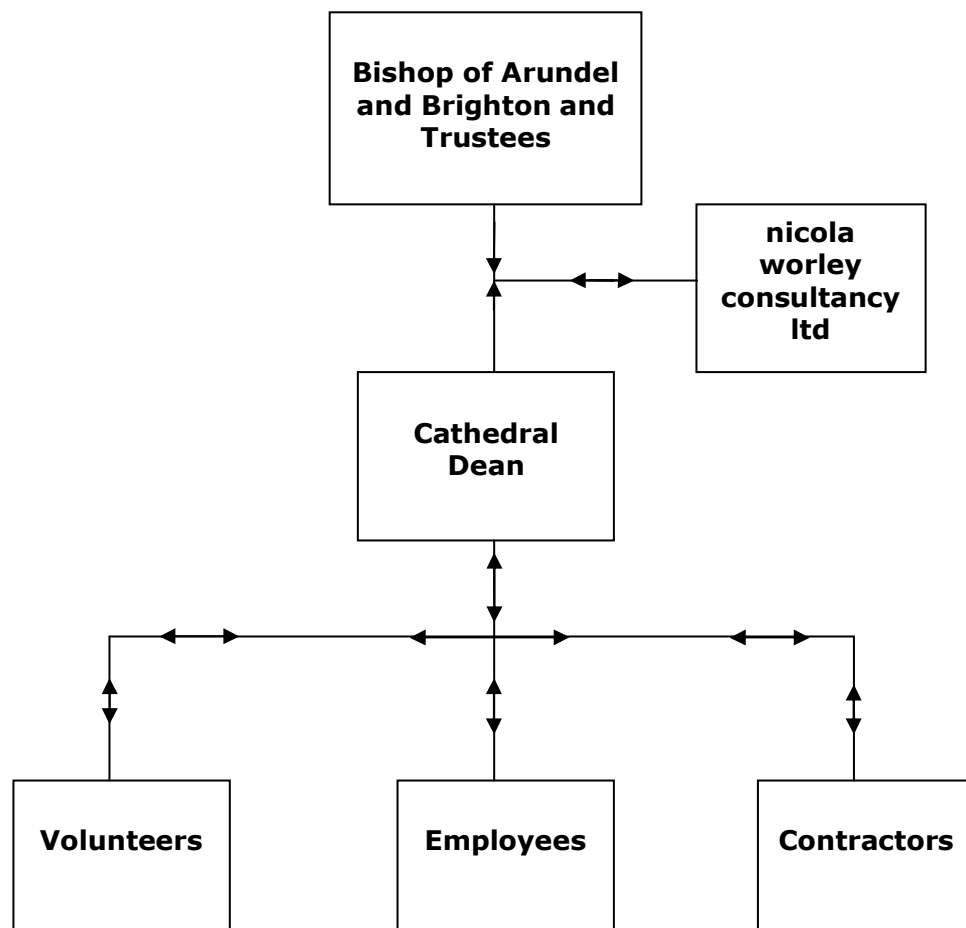
The phrase 'so far as is reasonably practicable' qualifies almost all the general duties imposed on an employer by the Health and Safety at Work etc Act 1974. It allows an employer to balance the cost of taking a particular action (in terms of time, inconvenience and financial outlay) against the risk being controlled. If the risk is insignificant when considered against the cost, then the steps need not be taken. 'Reasonably practicable' steps are those which are the best under the circumstances.

It is important to note that any analysis of risk management in these terms must be carried out prior to any action involving an enforcement authority. The analysis must be reviewed regularly as the definition of 'reasonable' can be subject to change.

Ultimately the definition of 'reasonably practicable' is for the court to decide. However, if you can prove that you have done your best to manage the health, safety and welfare of those using your facilities by following the prescriptions of current legislation and applying approved codes of practice you will have gone as far as you can to minimise the impact of court action.

Management structure for the implementation of health and safety policy

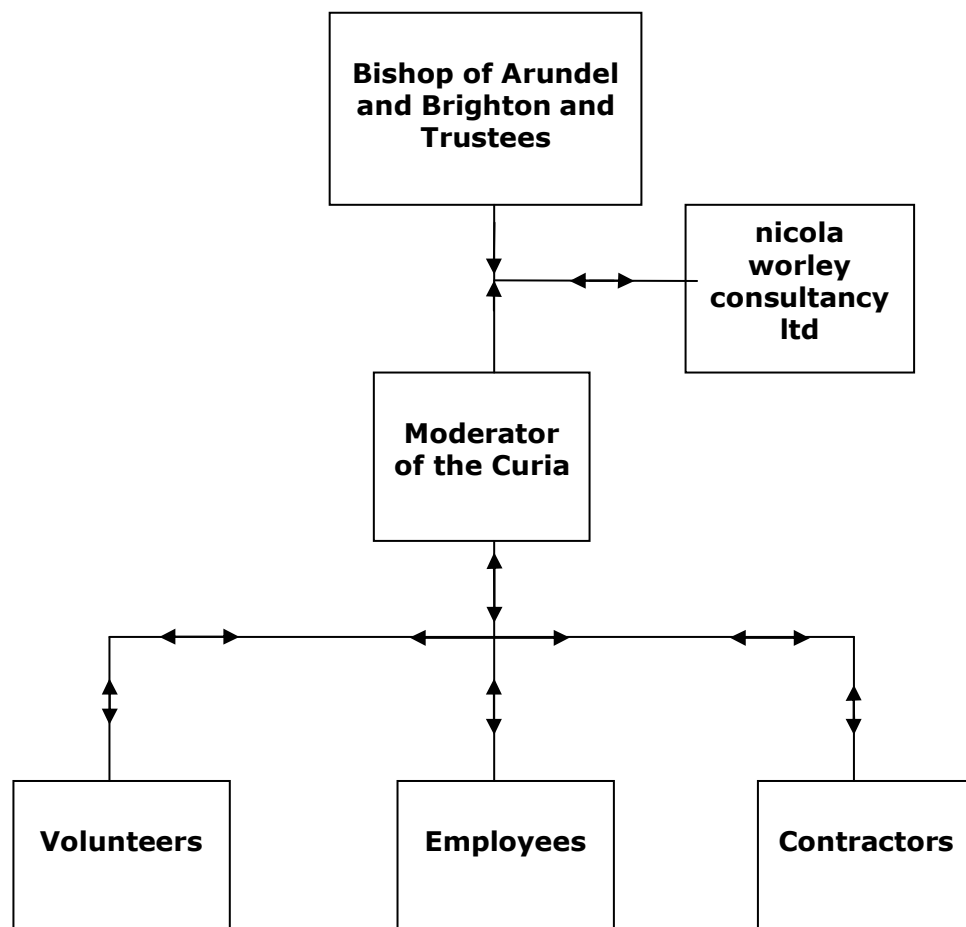
Arundel Cathedral



The arrows indicate the lines of responsibility between the different levels

Management structure for the implementation of health and safety policy

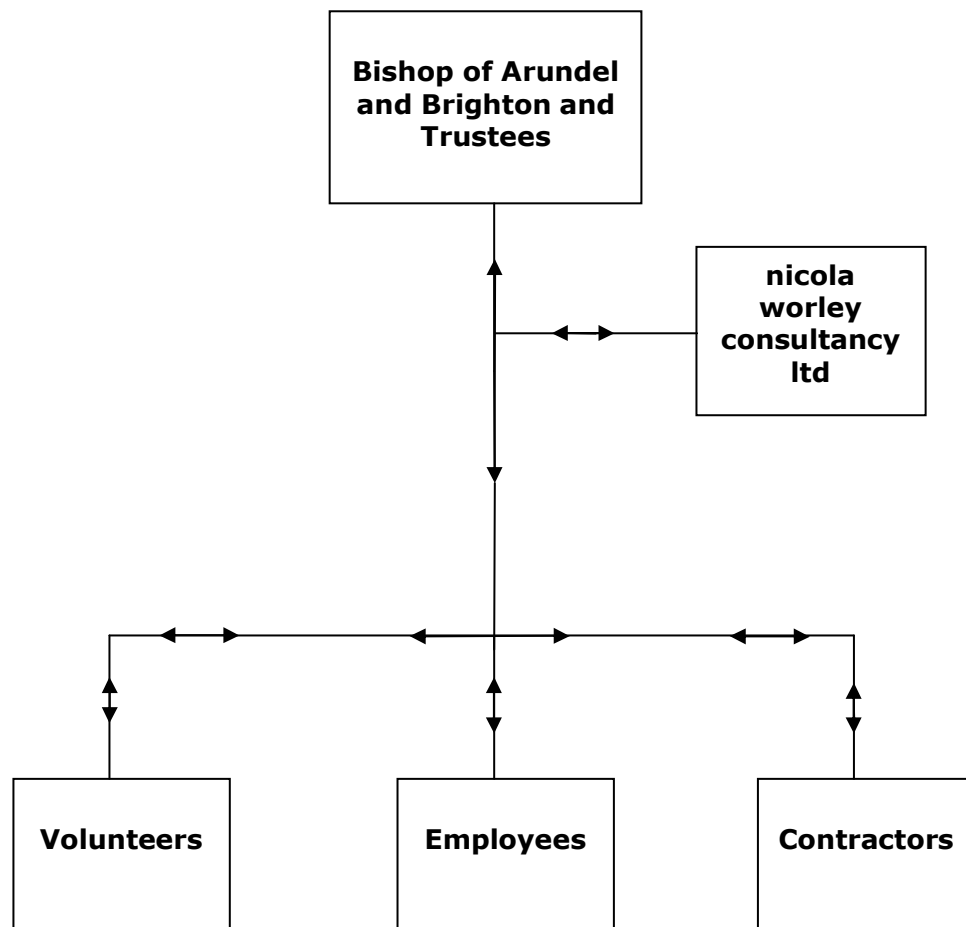
Bishop's House



The arrows indicate the lines of responsibility between the different levels

Management structure for the implementation of health and safety policy

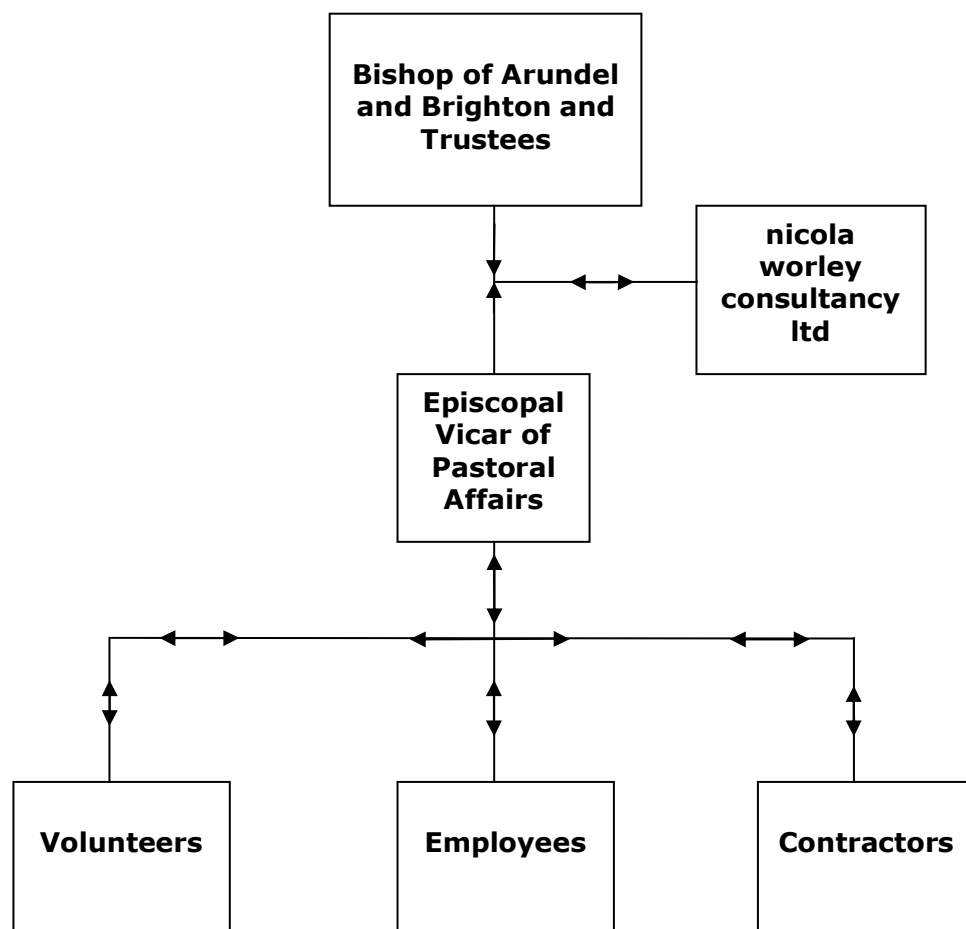
Bishop's Residence



The arrows indicate the lines of responsibility between the different levels

Management structure for the implementation of health and safety policy

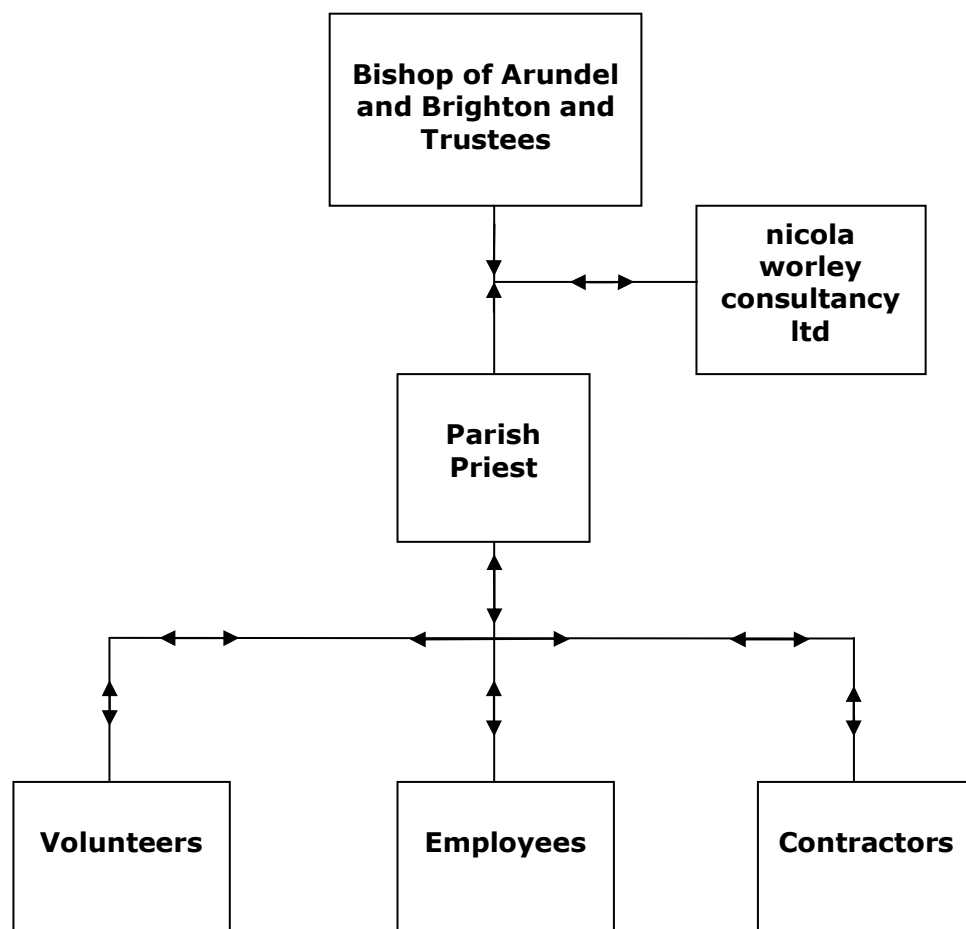
Christian Education Centre



The arrows indicate the lines of responsibility between the different levels

Management structure for the implementation of health and safety policy

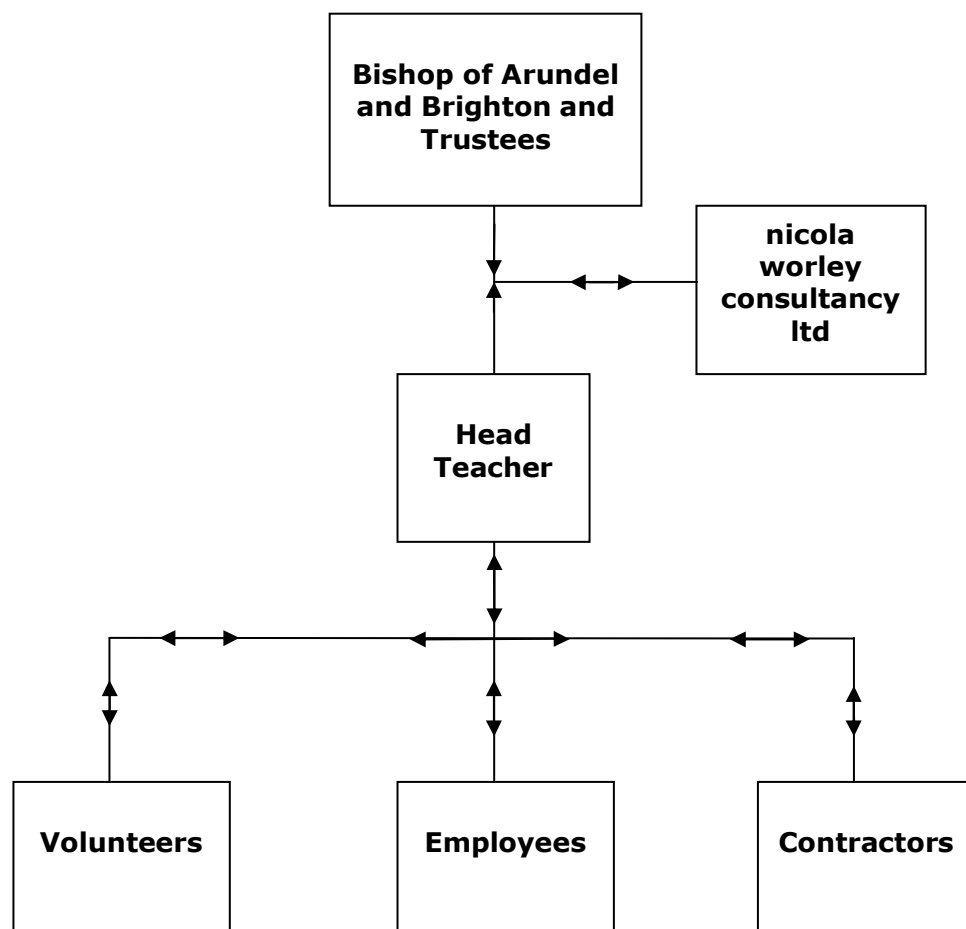
Parishes



The arrows indicate the lines of responsibility between the different levels

Management structure for the implementation of health and safety policy

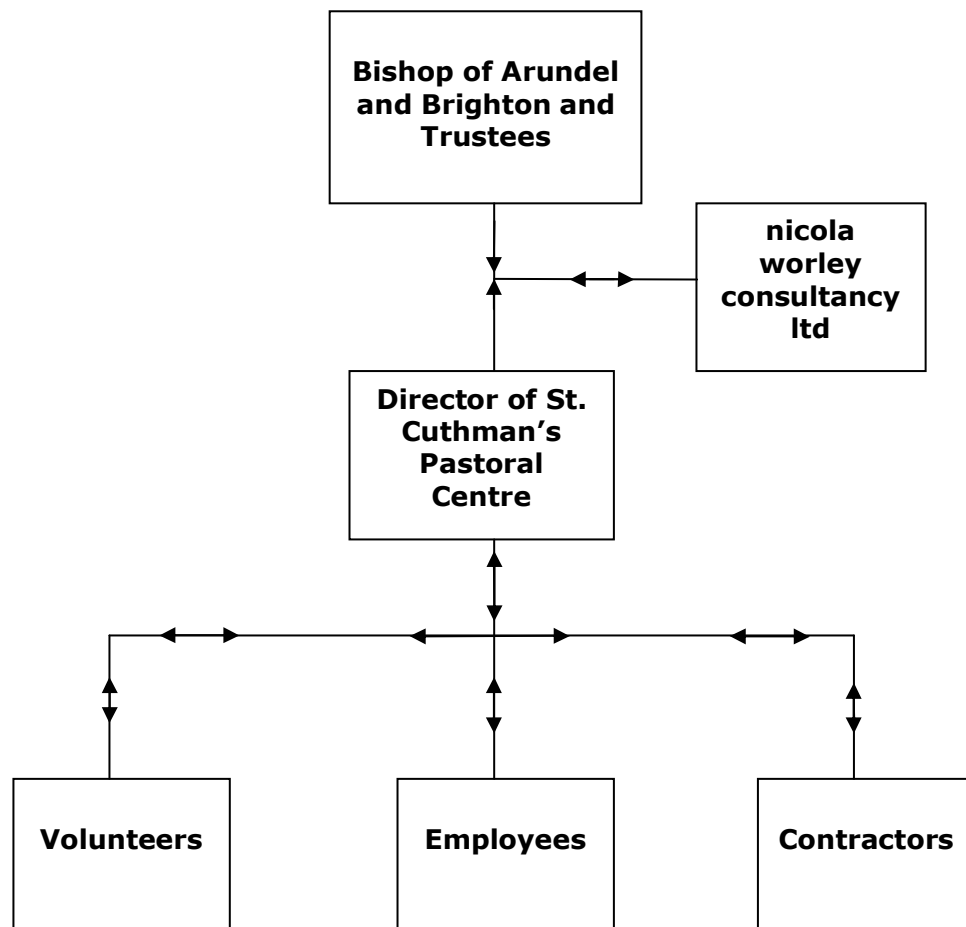
Independent schools



The arrows indicate the lines of responsibility between the different levels

Management structure for the implementation of health and safety policy

St. Cuthman's Diocesan Retreat Centre



The arrows indicate the lines of responsibility between the different levels

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:

A handwritten signature in black ink, appearing to read 'J. O. Hull', written in a cursive style.

Rev. Mgr. Canon John Hull. Vicar General

For and on behalf of the Diocese of Arundel and Brighton

Date: October 2007

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

Fire Safety Policy

This policy is an extension of the Diocese of Arundel and Brighton Health and Safety Policy accordingly responsibility for implementation of the fire safety policy will follow the arrangements applicable to the implementation of the health and safety policy.

Policy Aims/Objectives:

1. To ensure compliance with all relevant legislation.
2. To ensure effective liaison with the local fire authority where appropriate.
3. To undertake suitable and sufficient fire risk assessments of all Diocesan premises and activities within those premises.
4. To identify and implement reasonably practicable control measures to control risks from fire.
5. To where practicable, conduct regular fire evacuation drills and to ensure the regular testing of emergency equipment.
6. To conduct regular fire safety inspections.

Policy Statement:

1. The Bishop and Trustees will ensure, so far as is reasonably practicable, that the risk from fire will be managed in compliance with the Regulatory Reform (Fire Safety) Order 2005 and other appropriate regulations.
2. Management of fire risks will be undertaken in such as way as to prevent injury or ill-health to clergy, employees, volunteers, visitors, contractors and others who may be affected by the activities of the organisation. Specifically, the Roman Catholic Diocese of Arundel and Brighton will:
 - 2.1. Ensure adequate means of escape in case of fire for all persons on Diocesan premises.
 - 2.2. All means of escape are correctly maintained, kept free from obstruction and available for safe and effective use when buildings are occupied.
 - 2.3. All means of escape are correctly maintained, kept free from obstruction and available for safe and effective use when buildings are occupied.
 - 2.4. That the means of escape are adequately lit (in case of fire) and that lighting will be maintained in efficient working order.

- 2.5. That adequate means of giving warning in case of fire exist and are maintained in efficient working order.
- 2.6. That adequate means for fighting fire are present and are maintained in efficient working order.
- 2.7. That appropriate instruction will be given to all persons on Diocesan premises on evacuation procedures.
- 2.8. That effective procedures are in place to respond to and deal with the aftermath of a fire.
- 2.9. That appropriate fire training is given to designated personnel who have an active role in the implementation of fire precautions.
- 2.10. That all premises owned or occupied by the Diocese of Arundel and Brighton are subjected to a fire risk assessment and that where risks are identified action is taken to implement appropriate control measures.
- 2.11. That appropriate measures are taken to protect buildings, installations and equipment from fire that are commensurate with the risks.

Signature:

A handwritten signature in black ink, appearing to read 'J. O. Hull', written in a cursive style.

Rev. Mgr. Canon John Hull. Vicar General

For and on behalf of the Diocese of Arundel and Brighton

Date: October 2007

This date will be the annual review date of our fire safety policy.