



Diocese of Arundel & Brighton

Forms & Notices

(Section 4)

THIS MANUAL WAS PREPARED BY



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

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

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CONTRACTORS FORM

Acknowledgement of willingness to co operate with Diocesan Health and Safety Policy

Safety Rules

1. Contractors should provide a copy of their safety policy statement of intent and safety rules pertaining to the client.
2. Contractors will employ on the contract only those persons who are skilled, experienced and competent in the performance of their trade or tasks.
3. Contractors will provide any and all information necessary to complete the health and safety plan and file. *(As detailed in the Construction (Design and Management) Regulations 2007)*
4. Contractors must comply with the requirements of any and all legislation affecting the contract.

To be completed by the contractor

I have read the Health and Safety Policy Statement for The Diocese of Arundel and Brighton and fully understood its contents.

I have read above Contractors' Safety Rules and recognise these as the intention to reduce the risks associated with the work we will carry out.

I agree to abide by these rules and to liaise with the responsible person within the Diocese at each stage of the contract.

Signed:

Date:

Contractor's Details:

Checklist for parish risk assessment 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.	Ref.	Yes/ no	Comments/ details
	Accidents & Emergencies		
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.	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.	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).		
FS01	Fire Safety 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.	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: Type A – complete non-combustible construction, i.e. elements of structure, floors and walls. Supporting structure brick or concrete. Type B – traditional construction, i.e. non-combustible walls with combustible floors. Type C – 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.	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.	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 Is there a tower in the church?		
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?		
	Asbestos		
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)		
	Electricity		
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.	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?		

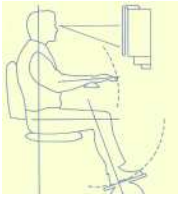
Ref.		Ref.	Yes/ no	Comments/ details
ELC08 a	Who uses it?			
ELC08 b	Do you have a photocopying machine?			
ELC08 c	Is it regularly maintained by a competent person? (Give details)			
MH01	<p>Manual Handling</p> <p>Which of the following tasks occur in the parish requiring objects to be lifted or moved?</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.	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?		
	Slips, trips & falls		
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.	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.	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?		
	Working at Height		
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.	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?		
	Other		
<p>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.</p>			



Workstation Self Assessment Form

Please answer the following questions by ticking Yes or No as appropriate.

	Yes	No
Do you have adequate background lighting?	<input type="checkbox"/>	<input type="checkbox"/>
Are task lamps available to illuminate the work area?	<input type="checkbox"/>	<input type="checkbox"/>
Can you view copy without repeated movement of the neck?	<input type="checkbox"/>	<input type="checkbox"/>
Can the copy be viewed at the same height as the monitor?	<input type="checkbox"/>	<input type="checkbox"/>
Can you easily adjust the position of the monitor?	<input type="checkbox"/>	<input type="checkbox"/>
Is the screen at a comfortable viewing angle?	<input type="checkbox"/>	<input type="checkbox"/>
Is there space for all your day to day equipment and documents?	<input type="checkbox"/>	<input type="checkbox"/>
Is the desk deep enough to allow you to rest your forearms in front of the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>
Have you enough room to move freely in your chair?	<input type="checkbox"/>	<input type="checkbox"/>
Is the desk surface of low reflectance material?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any trailing cables?	<input type="checkbox"/>	<input type="checkbox"/>



	Yes	No
Is the screen clean?	<input type="checkbox"/>	<input type="checkbox"/>
Are you troubled by light reflecting onto the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Does the display flicker?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient adjustment for contrast/ brightness?	<input type="checkbox"/>	<input type="checkbox"/>
Do you ever get pains in your hands and arms?	<input type="checkbox"/>	<input type="checkbox"/>
Can you key in without holding your arms, wrists and hands at an awkward angle?	<input type="checkbox"/>	<input type="checkbox"/>
Can you adjust the seat height?	<input type="checkbox"/>	<input type="checkbox"/>
Is the backrest adjustable?	<input type="checkbox"/>	<input type="checkbox"/>
Does the chair swivel freely?	<input type="checkbox"/>	<input type="checkbox"/>
Is the chair comfortable?	<input type="checkbox"/>	<input type="checkbox"/>
Can you rest your feet flat on the floor?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel discomfort in your legs and feet?	<input type="checkbox"/>	<input type="checkbox"/>
















Name of workstation user:

Date:

Risk Assessment Form

Risk Assessment subject:		
Assessment undertaken by:	Date:	Review date:
Reference material: <i>e.g. Regulations and Approved Codes of Practice</i>		
Hazards Identified:		
Risks Identified:		
Who and how many might be harmed?		
Current control measures:		
Action recommended:		Priority

Essentials of Food Hygiene

-  **Keep yourself clean and wear clean clothing.**
-  **Always wash your hands thoroughly; before handling food, after using the toilet, handling raw food or waste, before starting work, after every break, after blowing your nose.**
-  **Do not work with food if you have suffered stomach or bowel trouble within the last 48 hours.**
-  **If you have any skin, nose, throat or infected wound avoid any food handling.**
-  **In registered premises, tell your supervisor, before commencing work, of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not.**
-  **Ensure cuts and sores are covered with a waterproof, highly visible dressing.**
-  **Avoid unnecessary handling of food.**
-  **Do not smoke, eat or drink in a food room, and never cough or sneeze over food.**
-  **If you see something wrong - tell your parish priest, or (for registered premises) your supervisor.**
-  **Do not prepare food too far in advance of service.**
-  **Keep perishable food either refrigerated or piping hot.**
-  **Keep the preparation or raw and cooked food strictly separate.**
-  **When reheating food ensure it is piping hot.**
-  **Clean as you go. Keep all equipment and surfaces clean.**
-  **Follow any food safety instructions either on food packaging, from the person in charge of the kitchen or from your supervisor (for registered premises).**

Health and Safety Induction Training Checklist

Employee:

Place of work:

Date:

Induction conducted by:

*The following items should be covered with all new employees within the first day of their employment.
Tick the appropriate box when the item is covered.*

Item	Tick	Item	Tick
Fire procedures:		Reporting health and sickness	
Fire warning (describe)		Other:	
Action to be taken on hearing fire alarm (evacuation, assembly and reporting procedure)		Where to find health and safety information	
Raising the alarm (procedure)		Welfare facilities (toilets, rest rooms, where to eat and drink etc)	
Fire fighting (procedure)		Issue and explanation of any personal protective equipment (give details)	
Location of exits/ escape routes		Instruction under COSHH (give details)	
First aid:		Explanation of access arrangements (e.g. parking, signing in/out, security alarm etc)	
Accident/ incident reporting procedure		Explanation of work duties and any known risks associated with these duties. (explain)	
Names of persons trained in first aid		Details of any prohibitions e.g. smoking (give details)	
Location of first aid equipment		Any other relevant health and safety issues (give details)	

Signature of employee:

Signature of person conducting induction:

Inventory of Asbestos at:

Notes for completing inventory

- (a) Details of the exact location in a room of the asbestos containing material e.g. ceiling board/ tiles, aertex, internal wall partitioning etc
- (b) Is the material stable & bonded or potentially loose and friable?
- (c) Is the material sealed or protected?
- (d) Exact location of damage and extent.
- (e) White/ blue or brown asbestos?

Room No/ name	Location of known asbestos (a)	Product Type (b)	Surface treatment (c)	Damage or deterioration (d)	Type (e)	Date	Initials

Smoking Policy

Aim

This policy has been developed to protect all those people using the parish buildings including employees, volunteers and members of the public from exposure to second hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. It is accepted that ventilation or separating smokers and non smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of this parish that all our buildings are smoke free, and all people using our facilities either as a place of work, as a place of worship and/ or for pleasure have a right to work in a smoke free environment. This policy shall come into effect on Sunday 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises. This policy applies to employees, volunteers, consultants, contractors and visitors including people with arrangements to use specific facilities (the parish hall).

Implementation

Responsibility for implementing this policy rests with the parish priest. However, all employees and volunteers and people responsible for groups using the parish hall are obliged to adhere to and support the implementation of the policy. The parish priest shall inform all existing employees, volunteers, consultants, contractors and people responsible for groups using the parish hall and any other specifically named parish buildings of the smoking policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on induction.

Suitable 'no-smoking' signs will be clearly displayed at appropriate locations within the parish buildings.

Non- compliance

Local disciplinary procedure will be followed if any employee fails to comply with this policy. Volunteers are asked to co-operate with the implementation of this policy. Personnel who do not comply with this policy are in breach of the smoke free law and may be liable to a fixed penalty, fine and possible criminal prosecution.

Help to Stop Smoking

The NHS offers a range of free services to help smokers give up. Visit www.gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 1690 169 for details. Alternatively you can text 'GIVEUP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Signed:

Date:

(The Parish Priest)