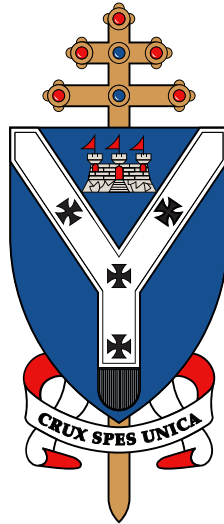
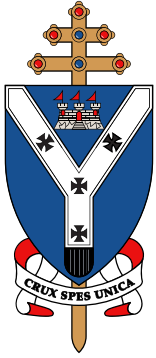


Archdiocese of St Andrews & Edinburgh



Health & Safety Policy

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H&S



Archdiocese of St Andrews & Edinburgh

Foreword by Archbishop Cushley

Dear Friends,

Our Archdiocese is a community of the faithful - clergy, lay people, employees and volunteers who sustain the Church and support its mission. Together we worship, celebrate the sacraments and engage in a wide range of pastoral and practical work. In so doing, our aim always is to follow the teaching of Jesus Christ.

One of our key missions is to keep people safe and this applies to all activities and settings in our Archdiocese. Our activities take place in Churches, halls, offices, residences and a range of other places.

This document details the Health & Safety arrangements which apply to our Church communities in order to protect everyone.

We all have a duty to take reasonable steps to ensure that everyone is kept safe. I, your Archbishop, together with the Trustees, clergy, and employees of the Diocese, have specific responsibilities and we are committed to providing a safe environment for everyone.

Please abide by the provisions of this policy and embrace the spirit of it as we work together to ensure our Archdiocese is a place where health, safety, and welfare for everyone working in, and visiting our churches and other premises, is protected.

Sincerely,

+Leo Cushley
Archbishop of St Andrews & Edinburgh

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1. INTRODUCTION

This Health & Safety policy has been prepared by WorkNest on behalf of our diocese and with our involvement. It contains our Health & Safety Policy as required by the Health & Safety at Work Act 1974 and it defines the way we manage the Health & Safety hazards and risks associated with our organisation, premises and activities.

The Archdiocese of St Andrews & Edinburgh is committed to managing Health & Safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our people are our greatest asset.

Our Health & Safety Policy Statement on page 4 sets out our commitment and the objectives we aspire to in managing Health & Safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

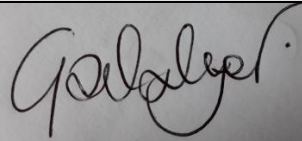
Our approach to managing Health & Safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards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

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

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

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

This Policy has been created by the named consultant from WorkNest with the co-operation of our staff. They have signed the Policy to confirm that at the time of creation it is suitable, sufficient and relevant to our circumstances and operations. Our nominated competent person has signed the Policy to confirm that it is a true reflection of the activities and operations that we undertake and the circumstances in which the Archdiocese of St Andrews & Edinburgh operates.

Creation Date	Signed on behalf of WorkNest	Confirmed
30/06/2025		Gail Dyer

POLICY REVIEW

This Health & Safety Policy will be reviewed annually by WorkNest in conjunction with our nominated competent person. As each review is completed it will be signed off by the consultant from WorkNest and confirmed by our nominated competent person.

Review Date	Signed on behalf of WorkNest	Confirmed

DOCUMENT CONTROL

The electronic copy of the Health & Safety Policy provided by WorkNest will remain the controlled copy. Where further controlled copies are required then these should be issued accordingly and added to a register of controlled copies. Any amendments made to the policy will be provided for each of the controlled copies to ensure all controlled copies in circulation remain up to date.

If uncontrolled copies of the policy are printed either in whole or part, or if uncontrolled electronic copies are issued, then these will be clearly marked as an 'UNCONTROLLED COPY'.

Register

Copy Number or Reference	Location kept

AMENDMENT RECORD

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

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

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

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LEGISLATION

Extracts of relevant legislation are provided for ease of reference on the WorkNest webpage. Full copies of relevant legislation are available on the Office of Public Sector Information web page (www.opsi.gov.uk) and the National Archives (www.legislation.gov.uk)

GUIDANCE

Guidance on a number of Health & Safety issues can be accessed by logging onto the WorkNest webpage which we hope you will find useful as a quick reference source.

Should you require further advice or assistance not available here then remember that advice on any Health & Safety issue is available from the WorkNest advice line - **Tel: 0345 226 8393**.

FORMS

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

2. HEALTH & SAFETY POLICY STATEMENT

To fulfil the responsibilities of the Archdiocese in relation to health, safety and welfare, we the Trustees of the Archdiocese will strive to:

Ensure, so far as is reasonably practicable, the health, safety and welfare of all personnel comprising clergy, staff, volunteers, contractors, premises hirers and any other parties who use Church sites

Provide and oversee information, training, and instruction on Health & Safety as appropriate

Consult with clergy, volunteers, and staff in relation to matters affecting their Health & Safety

Appoint a Property Management Surveyor (acting as “Health & Safety Co-Ordinator”) who reports to the Director of Property and Chief Operating Officer of the Curia. This person will act as a liaison on Health & Safety matters

Assist all those with responsibility for Health & Safety to identify hazards in sites and support them, creating and implementing suitable and sufficient Risk Assessments to control hazards as far as is reasonably practicable

Encourage each parish to establish a Health & Safety committee, or person/group to support Health & Safety matters. Alternatively, if there is no separate Health & Safety committee ensure Health & Safety matters are covered by the parish Fabric Committee

Assist Parish Priests and other site managers to ensure that all equipment (including electrical and plant equipment) is maintained and is safe

Assist Parish Priests and other site managers to ensure that there is adequate provision for First Aid and fire prevention control measures

Assist Parish Priests and other site managers to ensure that compliant facilities are provided in all sites

Communicate this Health & Safety Policy to parishes, groups, and staff

Provide mechanisms for Parish Priests and other site managers to raise Health & Safety issues

Formally review this policy (and related Health & Safety arrangements) annually

Set objectives and priorities to monitor Health & Safety arrangements and review them as required

Employees, clergy, staff, and volunteers will:

Take reasonable steps to safeguard their own Health & Safety and that of others

Cooperate with the Archdiocese in order to satisfy legislative and Archdiocesan Health & Safety requirements in their parish, building or other sites

+ Leo Cushley.

Signed:

Dated: 22/08/2025

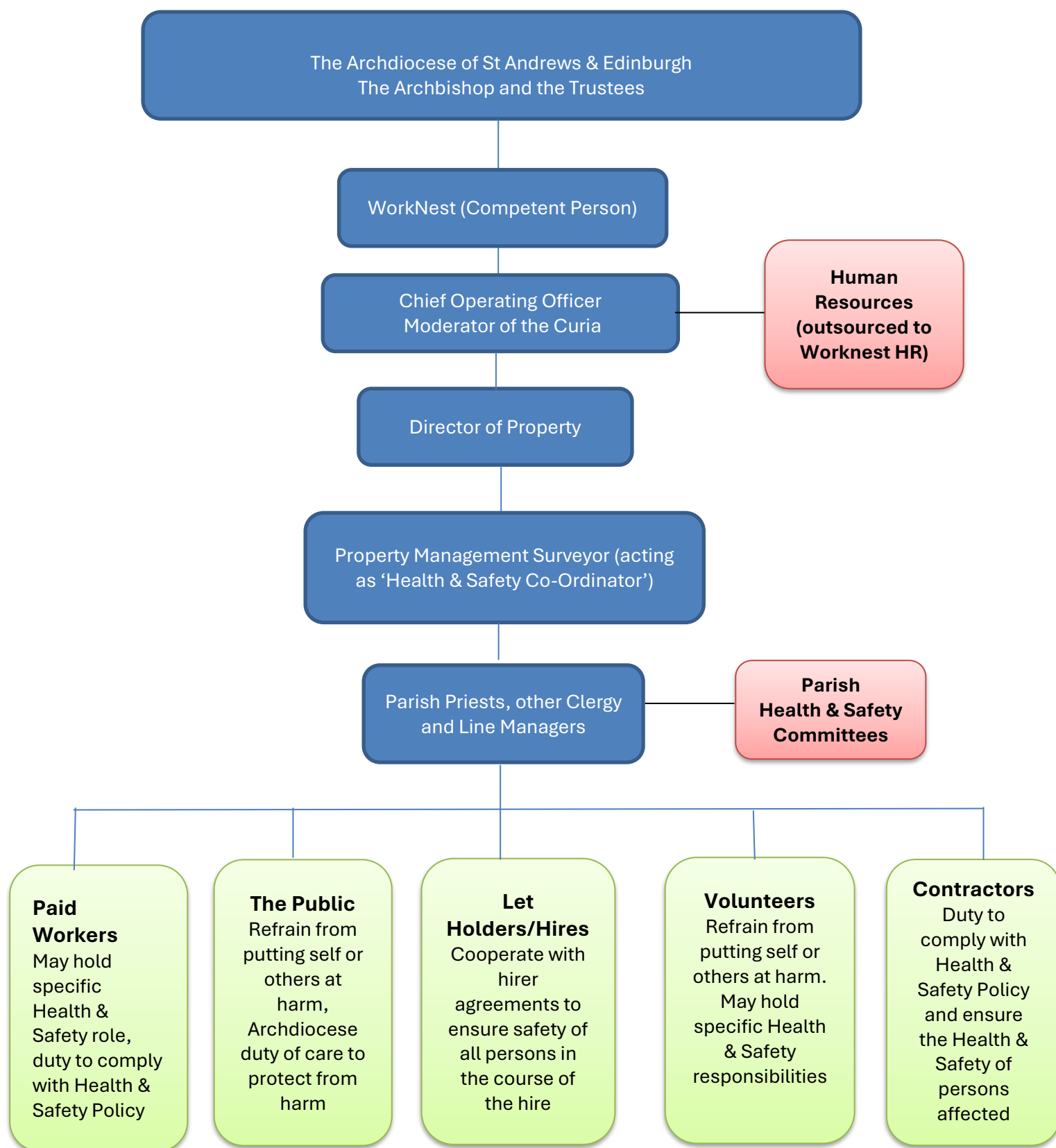
Name: Leo Cushley

Position: Archbishop

3. ORGANISATION FOR HEALTH & SAFETY

The overall responsibility for Health & Safety rests at the highest management level. However, it is the responsibility of every employee and or volunteers to co-operate in providing and maintaining a safe place of work.

Roles and responsibilities Organisation Chart



4. HEALTH & SAFETY RESPONSIBILITIES

The Archbishop and the Trustees

The Trustees will, so far as is reasonably practicable, assume overall responsibility for Health & Safety and legal compliance and monitor the effectiveness of the policy. They will oversee the Health & Safety framework and ensure that adequate operational arrangements are in place to support Health & Safety.

Trustees will seek to ensure that adequate provision/resources for Health & Safety are made available. Health & Safety will be on the agenda for each Trustee meeting.

Chief Operating Officer & Moderator of the Curia

The Chief Operating Officer and Moderator of the Curia have overall responsibility for the implementation of the Health & Safety policy.

Director of Property

The Director of Property is responsible for overseeing the property estate of the Archdiocese. Together with the Chief Operating Officer and Moderator of the Curia, the Director of Property will work with and oversee the Property Management Surveyor (acting as Health & Safety Co-Ordinator), in order to provide robust property management and Health & Safety regimes across the Archdiocese.

Property Management Surveyor

The Property Management Surveyor is appointed by the Trustees and works with (and reports to) the Director of Property, the Chief Operating Officer and Moderator of the Curia. The Property Management Surveyor (acting as Health & Safety Co-Ordinator) works with all relevant parties, especially the Director of Property, in order to promote health, safety and welfare, assist with Health & Safety matters where appropriate, and achieve a consistent approach to Health & Safety throughout the Archdiocese.

Parish Priests

Parish Priests are responsible for the day-to-day operational management of parishes including activities and premises. They are accountable for ensuring the Health & Safety Policy is implemented. Also, for identifying risks and ensuring suitable control measures are in place as far as is reasonably practicable.

Parish Health & Safety Committees

The parish Health & Safety committee or other committees, such as parish Fabric Committee/individuals promote Health & Safety in the parish. They oversee activities undertaken by clergy, volunteers and others who attend church premises. They also assist the Parish Priest to achieve his duties as detailed in the Health & Safety Policy, reporting Health & Safety concerns, and supporting the Parish Priest to ensure that Health & Safety issues are resolved in accordance with parish protocols. The committee will also log any accidents/incidents in the relevant incident reporting area on the WorkNest portal, and work with Archdiocesan employees on any Health & Safety matters. If no committee exists, the Parish Priest is responsible for implementing the Health & Safety Policy.

Human Resources

Human Resources (HR) functions are outsourced for the Archdiocese to WorkNest HR. The outsourced HR function and the Chief Operating Officer will work with other departments in the Curia in order to ensure that health, safety and welfare is integrated into management policies and practices.

Line Managers

Line Managers are responsible for implementing the Health & Safety policy in their own areas of responsibility on a day-to-day basis. Line Managers work in the Archdiocesan Curia, and other Line Managers may also be employed in some parishes. Parish Priests will also be Line Managers where they employ staff in the Parish.

Other People

Anyone who uses church premises has a responsibility to safeguard their own Health & Safety and that of others by taking care not to create risk, cooperate on Health & Safety matters, not interfere with any safety equipment, and report any concerns. This may involve (but not be limited to) parishioners, staff, premises hirers, volunteers, and contractors.

Contractors

All contractors must:

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe the safety rules
- Submit their Health & Safety Policy at the time of contract negotiation and relevant risk assessments to the Archdiocese for approval
- Comply with and accept the Archdiocesan Health & Safety Policy if they do not have one
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- Dress sensibly and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner in the workplace and refrain from any inappropriate behaviour
- Use all equipment, safety equipment, devices and protective clothing as directed
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Observe all laid down procedures for processes, materials and substances used. Including being provided with a copy of the most recent Asbestos report.
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes.

WorkNest

WorkNest, in agreement with management, provides us with the following services:

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

WorkNest is also contracted to:

- Fulfil the role of 'Competent Person', providing advice and assistance on Health & Safety issues
- Provide for the Archdiocese a telephone advisory service - available 24 hours per day, 365 days of the year (WorkNest advice phone line **0345 226 8393**)
- Provide crisis help if the Archdiocese has a serious accident or incident involving the Enforcement Authorities
- Provide briefings to help keep the Archdiocese up to date with new and forthcoming legislation.

5. HEALTH & SAFETY RULES

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

Employees are reminded that a breach of Health & Safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

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

General

- It is the duty of all personnel to co-operate with management in fulfilling our legal obligations in relation to Health & Safety.
- Personnel must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Personnel are required to notify to Curia Management, or the Parish Priest (as appropriate), of any unsafe activity, item or situation.

Working Practices

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

Hazard / Warning Signs and Notices

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

Working Conditions / Environment

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

Protective Clothing and Equipment

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

Fire Precautions

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

Accidents

- All personnel must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- All personnel must ensure that any accident or injury treatment is properly recorded on the Incident Reporting menu in the WorkNest portal (which acts as an electronic Incident Book).
- All personnel must notify the Property Management Surveyor or the Parish Priest (as appropriate) of any incident in which damage is caused to property.

Health

- All personnel must report to the Property Management Surveyor, or the Parish Priest (as appropriate) any medical condition or medication which could affect the safety of themselves or others.
- All personnel must co-operate with or The Property Management Surveyor or the Parish Priest (as appropriate) on the implementation of the medical and occupational health provision

6. ARRANGEMENTS

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

This policy sets out the procedures that are to be followed when any clergy member, employee, volunteer, visitor or contractor has an accident, near miss or dangerous occurrence on Archdiocesan premises during the course of their work. This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

Definitions:

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

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

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

The Accident Book

All accidents resulting in personal injury must be recorded on the WorkNest Incident Reporting Module in WorkNest (the Archdiocese Electronic Accident Book). This is compliant with the requirements of the Data Protection Act.

The Incident log on WorkNest will be reviewed regularly by Curia management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

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

All employees, clergy, and parish Health & Safety Representatives must ensure that they are aware of the WorkNest Incident Reporting Module (the Archdiocese Electronic Accident Book), and how to access it.

Reporting Requirements

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

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

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

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

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

Contact details for the Health & Safety Executive are:

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

Website: www.hse.gov.uk

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact the WorkNest Advice Line. (Tel: 0345 226 8393)

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

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

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

Investigation

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

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

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

Asbestos

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

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by
 - **Assessment** - The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.
 - The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.
 - **A Written Plan** - A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.
 - **Access to Asbestos-containing Materials** - Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.
 - **Monitoring and Maintenance** - The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.
- the management of work in premises that may contain asbestos
 - **Training and Information** - Employees who may come into contact with asbestos - containing materials (ACMs) through the course of their work will receive adequate training and information such that they can recognise potential ACMs and know what precautions to take.

Asbestos-related Emergencies

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

Arrangements for Controlling Work on Asbestos

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

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

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

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

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

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

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations.

Procedures for Dealing with Health & Safety Issues

Where an employee and or volunteer raises a Health & Safety problem related to work with asbestos, the Archdiocese will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee/volunteer of actions taken

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

- Inform a responsible person immediately (Parish Priest)
- In the case of an accident or emergency, respond quickly to ensure effective treatment

Communication and Consultation

It is a legal requirement for the Archdiocese to establish arrangements to communicate and consult with employees and or volunteers on issues affecting their Health & Safety and to take account of their views.

To achieve this objective we will:

- Establish effective lines of communication
- Involve and consult with employees and or volunteers through:
 - Individual conversations
 - Notice boards
 - Internal publications
 - Staff and or volunteer meetings
 - Health & Safety meetings
- Display the 'Health & Safety Law – What You Need To Know' poster
- Consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their Health & Safety.

Contractors

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

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

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

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

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

We will stop contractors working immediately if their work appears unsafe. Staff and volunteers should report any concerns to a Parish Priest or Line Manager immediately.

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

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

- Make suitable arrangements for the management of the project and review those arrangements throughout the project to ensure that they are still relevant
- Ensure that all duty holders that we appoint have the necessary skills, knowledge, training and experience to carry out their roles safely.
- Appoint in writing the Principal Designer and Principal Contractor sufficiently early in the project to allow them to carry out their duties properly
- Notify the HSE in writing for projects that require it
- Ensure that relevant pre-construction information is passed to all designers and contractors
- Ensure that the Principal Designer and Principal Contractor carry out their duties
- Ensure that adequate welfare facilities are provided for the contractors
- Ensure that no construction commences until an adequate Health & Safety plan and construction phase plan covering the work has been prepared
- Ensure that any Health & Safety file passed to us is kept securely and readily available for inspection by anyone who requires it to fulfil their legal duties, and, if we choose to dispose of the building, to pass the file to any person or the Archdiocese who acquires the building.
- Cooperate fully with all other duty holders and provide all relevant information and instruction promptly and clearly.

Disabled Persons

The Archdiocese will give full and proper consideration to the needs of disabled employees, volunteers and visitors.

To achieve this, the Archdiocese will:

- Treat all disabled employees, volunteers and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- Ensure that risk assessments are undertaken of the special needs of the disabled person and carry out reasonable adjustments to the premises and or employment arrangements
- Encourage employees and or volunteers with special needs to suggest any premises or task improvements to their Line Managers or Parish Priest
- Discipline any personnel found treating their disabled colleagues with less than the expected standards of respect and dignity
- In an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly.

Display Screen Equipment (DSE)

All reasonable steps will be taken by the Archdiocese to secure the Health & Safety of employees and or volunteers who work with display screen equipment.

To achieve this objective the Archdiocese will:

- Carry out an assessment of each user's workstation
- Implement necessary measures to remedy any risks found as a result of the assessment
- Provide adequate information and training to persons working with display screen equipment
- Endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated
- Arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- Arrange for the supply, at a subsidised cost up to a maximum limit of £50.00, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- Advise existing employees and or volunteers applying for work with display screen equipment, of the risks to health and how these are to be avoided
- Investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- Make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees and or volunteers must:

- Comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- Inform their Parish Priest or Line Manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- Report to their Parish Priest or Line Manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially).

Drinks Dispense Gas

This refers to equipment which is used to add 'fizziness' to drinks such as lagers, ciders and soft drinks.

Dispense gas is usually a mixture of two pressurised gases, carbon dioxide and nitrogen, used to dispense drinks. A dispense gas installation includes gas cylinders of varying sizes, pipework and control and mixing equipment.

The main hazards associated with dispense gases is the displacement of oxygen or atmosphere contamination caused by a leak.

Dangerous concentrations are most likely to arise:

- In confined spaces with poor ventilation e.g. poorly ventilated cellar or store room
- When a large leak occurs
- When a relatively small leak continues over a long period and the gas does not disperse, causing the gas to build up in the area of the leak.

Where dispense gas is used, the Archdiocese will ensure that provision is made for:

- Suitable handling equipment, plant and storage facilities with adequate ventilation, security measures, and monitoring and control devices
- Regular maintenance and inspection of the dispense gas system, ventilation and gas monitoring systems by competent persons, and the recording of all maintenance and inspections
- Suitable and secure external storage for gas cylinders, or, where this is not possible, arrange for deliveries to minimise the number of gas cylinders in the cellar
- Display and maintenance of supplier warning signs and emergency procedures
- Adequate training and supervision for authorised personnel in the use of the dispense gas system, including emergency procedures
- Restricting access to cellars and store rooms to authorised personnel only
- Emergency arrangements, including raising the alarm and effecting evacuation.

Handling and Use of Dispense Gas Cylinders

Users must carry out an external visual inspection of the gas cylinders and any attachments (e.g. valves and regulators), to determine whether they are damaged. Indicators may include dents, bulges, evidence of fire damage etc. Users must always:

- Use gas cylinders in a vertical position, unless specifically designed to use otherwise
- Double-check that the cylinder/gas is the right one for the intended use
- Close the cylinder valve and replace dust caps, where provided, when a gas cylinder is not in use
-

- Before connecting a gas cylinder to equipment or pipe work, make sure that the regulator and pipe work are suitable for the type of gas and pressure setting being used
- Wear suitable safety shoes when handling gas cylinders
- Store empty cylinders in a safe and secure manner and not dispose of them with normal waste

Gas cylinders must never be dropped, nor should they be lifted by their valves, shrouds or caps

Transporting Dispense Gas Cylinders

For transporting gas cylinders, always:

- Fit suitable protective valve caps and covers to cylinders, when necessary, before transporting
- Securely stow gas cylinders in an upright position to prevent them from moving or falling
- Disconnect regulators and hoses from cylinders whenever practicable
- Ensure gas cylinders are clearly marked to show their contents and the hazards associated with their contents.

Storage of Gas Cylinders

Always store gas cylinders in a safe and secure manner, keeping them protected from external heat sources and away from sources of ignition and flammable materials. Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents.

Driving for Work

We recognise that there are occasions where an individual's work duties necessitate the use of a motor vehicle, for example, members of the clergy visiting parishioners or the Property Manager visiting church premises to discuss construction or repair work.

For the purposes of this document, we define driving for work as that which is required in order for the individual to carry out their work. We do not mean commuting or choosing to drive where other forms of travel could be used or where the task could be completed another way.

Whilst everyone who uses the public highway has a duty to comply with road traffic legislation, we recognise that we have some responsibilities as an employer to take practical and proportionate measures to keep workers involved in this activity safe. Paid and volunteer workers, required to undertake driving activities in pursuit of their work may be asked to provide evidence of their qualification and fitness to drive as well as evidence that the vehicle they use is fit for purpose and road worthy.

Before driving, drivers must ensure valid insurance for business use. We seek to avoid putting drivers under excessive pressure such as might reasonably contribute to a road traffic accident e.g. avoid imposing unrealistic deadlines for completing journeys and not distracting drivers from the road by unnecessary contact with the office i.e. use of mobile phones while driving. We encourage drivers to join a vehicle roadside assistance scheme whether or not they need to drive as part of their work.

Drugs and Alcohol

The Archdiocese recognises that the use of drugs and alcohol in our society is increasingly common and that the misuse of drugs and alcohol often affects an individual's performance, conduct and relationships.

The Archdiocese is committed to seeking to provide a safe environment for all people who work at our use our premiss and participate in our activities and regard the excessive consumption of alcohol and illegal use of drugs to be in conflict with this aim. Accordingly we encourage our clergy, employees and volunteers to be mindful of the risks associated with working whilst under the influence of drugs and alcohol (which includes prescription drugs which might affect performance etc) and that they ensure they are fit and capable to carry out the duties required of them.

More information can be found on the NHS website, including on help and support for overcoming addiction.

Electricity

All reasonable steps will be taken to secure the Health & Safety of employees and or volunteers who use, operate or maintain electrical equipment.

To ensure this objective the Archdiocese will:

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

Employees and or volunteers must:

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

Fire

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

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

- Assess the risk from fire at our premises and implement appropriate control measures
- Ensure good housekeeping standards are maintained to minimise the risk of fire
- Provide and maintain safe means of escape from the premises
- Develop a fire evacuation procedure for all buildings
- Provide and maintain appropriate fire-fighting equipment
- Regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment, emergency lighting and any fire warning systems
- Provide adequate fire safety training to employees and or volunteers, plus specialist training to those with special responsibilities
- Make arrangements for the safe evacuation of deaf or otherwise disabled persons
- Make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- Display fire action notices
- Keep fire safety records

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

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

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

Employees and or volunteers are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

This information must be read in conjunction with the Archdiocesan Fire Policy and Fire Evacuation Procedures.

First Aid

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

To achieve this objective the Archdiocese (Parish Priest for parishes and Chief Operating Officer for the Curia) will:

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

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

Appointed Person

The Appointed Person duties include:

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

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

First Aiders

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

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

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

First Aid Boxes

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



Gas Installations and Appliances

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

The Archdiocese is committed to achieving high standards of Health & Safety for all staff, volunteers, visitors, customers and others. For these reasons employing, training, and arranging the assessments of operatives that are competent to work on gas installations and appliances – servicing, repairing or installing, is highly significant to supporting these aims.

The Archdiocese supports the aims of:

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



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

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

Gas Leak Procedure

If you smell gas or suspect you have a gas emergency you **MUST** follow the steps below:

DO NOT:

- Operate any electrical switches (on or off)
- Smoke or use a naked flame
- Turn the gas back on until the leak has been repaired

DO:

- Extinguish all naked flames
- Open doors and / or windows to ventilate the area
- Check your gas appliances and turn them off
- Turn the gas supply off at the main meter
- Telephone the National Grid Emergency Services
- Evacuate the building
- Report to the Fire Assembly Point

Fire

If a gas leak results in a fire on the premises:

- **IMMEDIATELY** activate the fire alarm, evacuating premises
- **TELEPHONE** the Fire Brigade
- **ISOLATE** the gas supply at the main meter if safe to do so
- **TELEPHONE** the National Grid Emergency

Hazardous Substances (COSHH)

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

The Archdiocese (Parish Priest for parishes and Health & Safety Co-Ordinator for Gillis) will implement the following:

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

Information and Training

The Archdiocese will give sufficient information and training (via the online e-learning Health & Safety Astute modules, and via the Clergy/Staff Guidance Handbook) to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff, volunteers and visitors where appropriate.



Employees should not use any hazardous substance unless they have received the information and training for the safe use of that substance.

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

Infection Control

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the Archdiocese will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

The Archdiocese will:

- Follow guidance given by government agencies and close work sites if instructed to or if employees or any person is put at risk
- Undertake risk assessments to identify tasks or situations that may expose individuals or groups to potential risks
- Monitor any changes to government guidance
- Manage the risk posed by contractors and visitors visiting the workplace
- Develop and implement an emergency action plan to deal with any potential outbreaks
- Allow employees to take part in any government testing
- Identify, plan and implement controls and safe systems of work to prevent transmission
- Provide information, instruction and training to those identified at risk
- Where required, provide personal protective equipment (PPE) and monitor its use and maintenance
- Organise for the safe cleaning of equipment and, where appropriate, disinfection and thorough cleaning
- Arrange for safe disposal of any infected materials, and
- Adopt good hygiene practices

Legionnaires Disease

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

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

To achieve control of legionella bacteria the Archdiocese (Parish Priest or Curia Management for Gillis as appropriate) will implement the following:

- Avoidance of Conditions Favouring Growth of Organisms

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

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

- Avoidance of Stagnation

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

- System Maintenance

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

- Sampling

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

- Record Keeping

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

Selection, Training and Competence of Staff

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

Action in the Event of an Outbreak

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

- Identification of people who may have been exposed
- Involvement of public health authorities
- Dissemination of information to employees and or volunteers and other interested parties as to the nature of the risks.

Lifts

All reasonable steps will be taken to maintain all lifts throughout Archdiocesan premises.

Implementation

Curia Management and / or the Parish Priest will ensure that:

- An examination scheme is drawn up by a competent person for each lift
- All lifts are fitted with appropriate barriers and interlocking gates to prevent passengers or cargo from falling from the lift, coming into contact with the lift machinery or entering/exiting the lift when it is not at a designated landing
- Suitable equipment and mechanisms are installed to prevent the lift from:
 - leaving its landing when the doors are unlocked and or open
 - falling (including its maximum working load) in the event of a failure in the lifting mechanism
 - overrunning its furthest intended point of travel
 - being operated from more than one position at any one time
 - being overloaded or exceeding its maximum number of passengers
- Lifts are maintained in a safe condition and examined/inspected by competent persons (annually for goods lifts and every six months if lifting people)
- The safe working load (SWL) is clearly displayed inside each lift
- Notices are posted adjacent to each lift opening advising against the use of a lift in the event of a fire
- Arrangements are made for the emergency evacuation of persons in the event of lift failure
- Lift motor rooms are kept locked and entry kept restricted to authorised persons

Records

All thorough examination reports will be kept for a minimum of 2 years

Lone Working

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

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

Particular consideration will be given to:

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

Information and Training

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

Employees and or volunteers will be required to follow the safe working procedures devised including:

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

Manual Handling

To prevent injuries and long term ill-health from manual handling the Archdiocese will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical Curia Management (for the Gillis Centre) and Parish Priests (for individual parishes) will carry out a manual handling risk assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

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

Employees who have a medical condition that may prevent them undertaking a task should notify their Parish Priest or Line Manager beforehand. Should you become injured whilst handling anything then this must be reported to your Parish Priest or Line Manager so it can be suitably investigated.

Reducing the risk of injury

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

Techniques of risk reduction will include:

- Mechanical assistance
- Redesigning the task
- Reducing risk factors arising from the load
- Improvements in the work environment
- Employee selection.

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

New and Expectant Mothers

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

Should you become pregnant or are returning to work after having a baby, then you are requested to notify your Parish Priest or Line Manager at the earliest possible opportunity so a risk assessment can be carried out.

New or expectant mothers should inform their Parish Priest or Line Manager of any changes which may affect the risk assessment including any medical conditions, incidents etc.

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

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

Overseas Work

The Archdiocese or nominated Travel Agent (as appropriate) will take all reasonable steps necessary to ensure that the risk of employees and or volunteers travelling for work is reduced to a minimum.

To implement effective measures for overseas workers the Archdiocese will ensure that:

- Costs from vaccinations required will be paid for by the Archdiocese
- Suitable communications will be provided when working in remote areas
- Suitable travel insurance is provided for personal property, work property and any medical costs that may be incurred
- Risk assessments will be carried out prior to travel and all necessary equipment, training and procedures required to undertake the work safely will be provided prior to departure
- Costs of passport visas and or additional passports will be paid for by the Archdiocese where overseas work is required.

Country Advice

Employees and or volunteers travelling for work should seek advice from their GP / Nurse on suitable medications and vaccinations for travel. Advice can also be sought from the World Health Organisation (www.who.int) and Foreign and Commonwealth Office (www.fco.gov.uk) for any precautions that should be taken.

Risk Assessment

As overseas travel can involve specific risks; group leader or nominated Travel Agent will also ensure that the risk assessment will fully consider the following points:

- The Health & Safety Policy for anyone from the Archdiocese being visited or working in conjunction with
- The specific requirements for training (if any)
- The transportation type, including its maintenance and condition, safety features (e.g. lifejackets, seatbelts) and the security of staff and volunteers
- The use of equipment, including possible additional insurance, adapters for use, different voltages, out-side work, security of data, training for use, PPE requirements and ergonomics
- Manual handling requirements, including luggage/work equipment being taken, awkward situations (e.g. boarding aircraft)
- COSHH requirements (including those for transportation where applicable) and controls including PPE
- Emergency provisions, such as accident / incident reporting, evacuation procedures, special training, HIV / AIDS travellers medical kits, first aid kits and or fire extinguishers
- Exposure to environmental hazards such as radiation, noise, vibration, temperature, exposure to sunlight and any PPE requirements

- The laws of the country of work, including alcohol / drug consumption and dress codes
- Accommodation, including welfare facilities and temperature
- Communication requirements, such as mobile /satellite phone use in emergencies
- Health provisions, such as vaccinations, emergency contacts, medical insurance and water sterilising tablets
- Electrical safety, including special voltage equipment if needed
- Personal property insurance
- Security, including local unrest or known elevated threats of violence.

Where a risk assessment is in place for the type of work being undertaken then this must be reviewed and deemed satisfactory. The results of the risk assessment will be informed to all staff and volunteers (or contractors) undertaking the work.

Any items provided for work by the Archdiocese are to be returned to the Archdiocese on end of work or termination of contract.

Permits to Work

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

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

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

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

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

Information and Training

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

Personal Protective Equipment

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

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

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

Employees provided with PPE must:

- Wear the PPE as instructed or where indicated by signage
- Maintain it in good condition
- Report any defects to your parish priest or line manager
- Ensure the PPE fits correctly, is comfortable and fully adjusted.



Employees may also be required to remove jewellery or other small items when using PPE. Employees must remove such items as instructed; employees with concerns about removing items worn for ethical, philosophical or cultural reasons should speak to their parish priest or line manager.

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

Risk Assessment

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

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

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

We will ensure that:

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

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

Employees will be advised as to the results of the risk assessment process and the additional control measures to be implemented to reduce risk to an acceptable level. Employees are expected to support the risk assessment process and adopt any changed controls implemented to reduce risk to an acceptable level.

Safeguarding

All diocese personnel, including administrative and facilities staff as well as members of the clergy, have a duty of care to all vulnerable adults and children.

The diocese will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff are best placed to observe such signs. The diocese has appointed a Diocesan Safeguarding Advisor to be the main point of contact for safeguarding issues, who is responsible for providing support to staff members in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

Staff Responsibilities

The diocese requires all staff to:

- Assist in providing a safe environment for children and vulnerable adults
- Raise all concerns with the diocesan Safeguarding Advisor, Scott McKenzie 0131 623 8949, including concerns about other staff members
- Always err on the side of caution and report suspected cases of abuse and neglect
- If Scott McKenzie is not available, please contact either Elaine Anderson on 0131 623 8944 or, Margaret McCluskey on 0131 623 8943 of the Safeguarding team
- If contact can't be made with the above, please call the main office on 0131 623 8930 where you will be directed to the appropriate authority
- Always act in the best interests of the child or vulnerable adult concerned.

If at any point there is a risk of immediate serious harm to a child or vulnerable adult, staff members should make an immediate referral to the appropriate authority. If the child or vulnerable adult's situation does not improve, staff members with concerns should press for re-consideration.

Record Keeping

We will ensure that appropriate, accurate, legible and contemporaneous records of safeguarding concerns are made and stored securely in accordance with the Data Protection Act.

Further Information

All staff should refer to the Safeguarding Policy for full details of the diocese's policy and arrangements for safeguarding.

Smoking

Smoking (including the use of all artificial smoking aids – electronic or otherwise) is not permitted within any of our premises to which members of the public, employees or volunteers have access.

Signs are displayed at entrances in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on Archdiocesan business if it is being used to carry passengers.

Training

Training in Health & Safety is a legal requirement and also helps create competent employees and / or volunteers at all levels within the Archdiocese to enable them make a far more effective contribution to Health & Safety, whether as individuals, teams or groups.

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

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

All employees and / or volunteers will need to know about:

- The Health & Safety Policy
- The structure and system for delivering this Policy

Employees and / or volunteers will need to know which areas of Health & Safety are most relevant to their day-to-day work, to understand the major risks in activities and how they are controlled. All employees and / or volunteers will be provided with this policy, Clergy & Staff Guidance or the Health & Safety Volunteer Handbook (as appropriate).

Parish Priests training needs will include:

- Risk assessment
- Health & Safety legislation
- Knowledge of our planning, measuring, review and audit arrangements.

All our employees and or volunteers training needs will include:

- Relevant Health & Safety hazards and risk
- The Health & Safety arrangements relevant to them
- Communication lines to enable problem solving.

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

Fire procedures, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, thorough instruction applicable to their particular duties at work etc.

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

Records of training will be kept by Parish Priests for all parish employees and volunteers and by Curia line management for Curia employees.

Parish Priests are responsible for ensuring that online self-directed training modules on the 'Astute Learning' platform are undertaken as appropriate for volunteers and parish staff. Curial management will assume this duty for Curial staff.

Employees and or volunteers must:

- Participate in the induction training activities they have been required to attend or carry out
- Work according to the contents of any training they receive
- Ask for clarification of any points they do not fully understand
- Not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed
- Participate in online self-directed training modules on the 'Astute Learning' platform.

Violence

The Archdiocese recognises that in certain situations violent behaviour towards staff and volunteers may occur. Work-related violence has serious consequences for employees, clergy, volunteers and the Archdiocese. Victims may suffer not only physical injury, but also psychological effects, such as anxiety and stress. The Archdiocese will take reasonable measures to protect you from acts of violence and aggression.

We define violence and aggression as:

- Actual or threatened physical assaults on staff and volunteers
- Psychological abuse of staff and volunteers
- Verbal abuse which includes shouting, swearing and gestures
- Threats against employees, clergy or volunteers.



To achieve this objective we will:

- Carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff and or volunteers
- Ensure that premises are kept secure
- Inform all employees and or volunteers of the procedure following a violent or challenging behaviour incident
- Not tolerate violence or challenging behaviour towards our employees and or volunteers
- Train our employees and or volunteers who may be exposed to violence or challenging behaviour situations
- Support the employees and or volunteers involved in any incident
- Support their decisions regarding the pressing of criminal charges
- Provide any counselling or post-incident assistance required by the employees and or volunteers
- Keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety.

All staff and or volunteers must familiarise themselves with any relevant risk assessments to help them prevent violence and aggression so far as possible and to help them manage it if it occurs.

If you are a witness or receive any violence or aggression towards you, then you should report this to your Parish Priest or Line Manager so that this can be recorded and investigated. The Archdiocese will support the decision of any employee and / or volunteers wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

Visitors

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

Employees and or volunteers hosting visitors must ensure that:

- They are authorised to enter the premises or accompanied
- They adhere to applicable Health & Safety instructions and rules during their visit
- Adequate information is passed to ensure their safety including emergency information
- Any protective clothing required is provided and worn
- Any accidents / incidents involving visitors are reported through the accident reporting arrangements.

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

Emergency Action

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

Work At Height

The Archdiocese will take all reasonable steps to provide a safe working environment for all employees and or volunteers who may be affected by work at height activities.

The Archdiocese will ensure that:

- All work activities that involve work at height are identified and assessed
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so
- Adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement
- When necessary, only scaffolds and scaffold towers that have been erected by a competent person will be used
- Roof lights and other fragile surfaces will be protected to prevent falls
- Fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc.) are not practical or justified
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them

- All the necessary equipment to allow safe access to and egress from the place of work is provided
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided
- Suitable plant is provided to enable the materials used or created in the course of the work are safely lifted to and from the workplace and stored there if necessary
- Any working platform and its supporting structures are selected and or designed in accordance with current standards
- Regular inspections of all equipment required for working at height are undertaken
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities
- Any contractors from whom they procure services comply with this policy.

If working at height you must ensure that:

- The task has been assessed
- Suitable safety measures are in place
- Any equipment being used has been erected by a competent person and is safe to use
- You only use equipment for which you have been trained and authorised to use.

Ladders are permitted for light, short duration work only and must be checked in advance of use and be secured to prevent displacement.

Information and Training

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

Young People

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

A 'young person' is defined as one who is below the age of 18 years for the purposes of Health & Safety.

To ensure the safety of young persons the Archdiocese will:

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

7. RISK ASSESSMENT

Risk Assessment

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

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

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

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

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

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

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

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

Carrying out risk assessments

Those who are involved in risk assessments should:

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

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

The five stages of risk assessment

STEP 1 - IDENTIFY THE HAZARDS

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

Examples of hazards include:

- Cables trailing over floors
- Fire
- Chemicals
- Work benches which are too high or too low
- Electricity
- Loads which have to be moved manually
- Work equipment
- Working environment e.g. ventilation, lighting, heating.

STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW

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

- Staff and volunteers
- Members of the public
- Contractors on the premises.

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

STEP 3 - EVALUATE AND CONTROL THE RISK

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

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

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

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

- Avoid the risk completely
- Evaluate risks which cannot be avoided
- Combat risks at source

- Adapt work to the individual
- Make use of technical progress
- Replace the dangerous with none or less dangerous
- Develop an overall prevention policy
- Give priority to measures which protect the greatest number of people
- Give appropriate instructions to employees and or volunteers.

IMPLEMENTING AN ACTION PLAN

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

STEP 4 - RECORD YOUR FINDINGS

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

Hazards and example controls

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

Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers
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STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

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

Fire Risk Assessment

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

The aims of the fire risk assessment are:

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

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

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

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

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

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

Six Steps to Fire Risk Assessment

1. Identify the hazards

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

2. Identify people at risk

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

3. Evaluate, remove, reduce and protect from risk

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

4. Consider:

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

5. Record, plan, inform, instruct and train

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

6. Review

- Keep assessment under review
- Revise where necessary

8. MONITORING OF HEALTH & SAFETY

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

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

Proactive monitoring

Monitoring is a Line Managers/Parish Priests responsibility and each of the key management positions are expected to play their part in monitoring achievement against relevant Health & Safety standards. Managers, and Parish Priests will be expected to provide evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to Health & Safety objectives in general and helping to develop a Health & Safety culture.

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

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

Employees and or volunteers who take a proactive interest or represent groups for Health & Safety can also be involved with monitoring and may take the format of a Health & Safety tour or if more formally via a devised checklist.

Reactive monitoring

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

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

HEALTH & SAFETY POLICY AND CLERGY/STAFF GUIDANCE HANDBOOK ACKNOWLEDGEMENT FORM

This acknowledgement form should be signed by all employees, Parish Priests and other Clergy.

Clearly, the Archdiocese will do all in our power to ensure the health, safety and welfare of all our clergy, employees and volunteers and we look to our clergy, employees, and volunteers to abide by the Health & Safety standards laid down in this policy.

You must read the information contained in this policy document and the associated Clergy/Staff Guidance Handbook and adhere to the rules at all times.

Please discuss any queries you may have with your Parish Priest or Curia Management (as appropriate) and sign this form.

I have read the Health & Safety Policy and understand and accept its contents. I will keep myself informed of its contents.

Signature: _____ Date: _____

Print Name: _____

Parish Name: _____