

PARISH OF ST. GEORGE'S WORCESTER

MANAGEMENT OF HEALTH AND SAFETY Ref. No. 015		
Hazards associated with this activity		
Breach of legislation (Non Compliance) Accidents	Ill-health Hierarchy of responsibility	
Control Measures		
<p>The Parish Priest has been given the responsibility for overseeing health & safety.</p> <p>A Competent Person has been appointed to assist and advise the Parish Priest and the clergy team on health & safety matters.</p> <p>An annual health & safety plan is in place and used to monitor progress against targets.</p> <p>The Health & Safety Policy is current, relevant & defines responsibilities for planning, implementing & monitoring.</p> <p>Regular workplace inspections are carried out by managers & senior staff. Remedial action is taken in a timely manner.</p> <p>Employees and volunteers know of the need to report all accidents to the parish office where the accident book is held.</p> <p>Reportable accidents are dealt with in accordance with R.I.D.D.O.R regulations.</p> <p>All accidents/near misses are investigated by a competent person in a timely manner. Actions are taken to avoid recurrence.</p>	<p>A nominated person is responsible for dealing with contractors carrying out work on the premises.</p> <p>Employees and volunteers are consulted on health & safety through meetings, notice boards, data base & everyday contact.</p> <p>Statutory inspections of gas, electrical installations and boilers are current.</p> <p>Fire procedures are in place as required by the Regulatory Reform (Fire Safety) Order 2005.</p> <p>Employee and volunteer training needs are known and regular training programmes are in place.</p> <p>Employees and volunteers are given health & safety induction training on commencement of duties.</p> <p>All relevant documentation to prove compliance with regulation is kept in the parish health and safety file.</p>	
Further considerations		Responsibility & target date
Hold meetings with 'volunteers' to discuss their roles and responsibilities.		Co-Ordinator March 2017
Implement Plan for 2017		Co-Ordinator Dec 2017
Maintain parish health and safety file		Co-Ordinator Dec 2017
Review fire procedures and checks		Co-Ordinator Jun 2017
Groups/people affected: Employees, Volunteers, Contractors, Parishioners and visitors		
Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people	Signed: Print: J STEVENSON	Date: FEB 2017
Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)	Signed: Print: FATHER BRYAN	Date: FEB 2017