

THE PARISHES OF OUR LADY QUEEN OF PEACE
AND ST. GEORGE

HEALTH AND SAFETY POLICY

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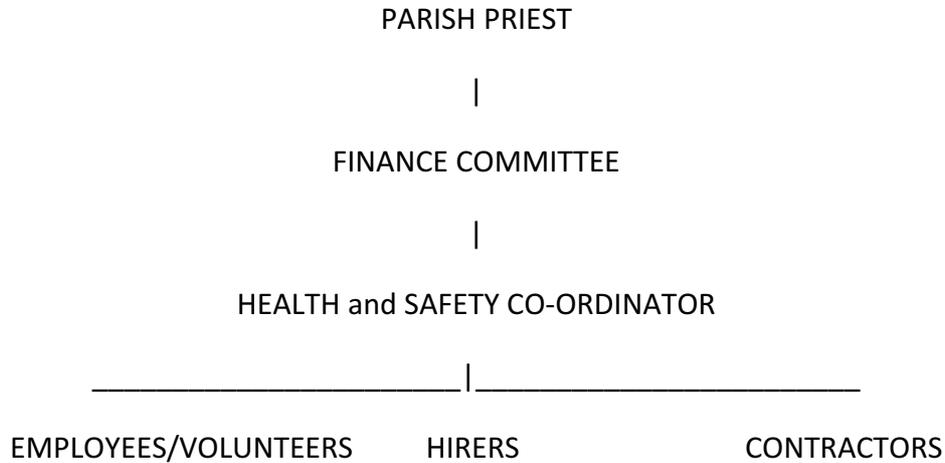
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ORGANISATION AND RESPONSIBILITIES

Diagram showing the hierarchy of health and safety responsibility within the parishes:



Responsibility of the Parish Priest

The Parish Priest has overall responsibility to ensure the health, safety and welfare for all those who use our premises or who are involved in parish activities. He will ensure that Policy is implemented effectively by himself and those with health and safety responsibilities.

Responsibilities of the parish priest involve:

- personally adopting and encouraging by example, a safety culture within the parishes which encompasses all those involved in the activities of the parish;
- providing all employees and volunteers with the means to discuss health and safety issues both at regular meetings and informal chats;
- undertaking regular assessments of the risks associated with all aspects of parish life;
- developing an action plan from the findings of these assessments to enable constant and continuous improvement of health and safety;
- ensuring safety checks of buildings, plant/equipment and parish grounds are completed regularly with appropriate and timely action taken;
- ensuring all tasks and activities are covered by a safe system of work (a recognised safe procedure to follow by anyone undertaking that task or activity). Such safe systems of work will be communicated to all relevant persons and be subject to regular monitoring and review to ensure they are followed and remain appropriate;
- ensuring parish buildings, plant/ equipment and grounds are maintained in a safe condition;
- ensuring assessments/arrangements are in place for the safe use and handling, storage and transport of hazardous articles and substances;
- ensuring adequate arrangements are in place for welfare facilities for employees and volunteers;

- identifying training needs to improve safety ; ensure training, instruction, information and supervision are accessible to those who need it;

- appointing contractors who are competent to carry out the contract to the required health and safety standard; ensuring they are made aware of parish health and safety procedures and are advised of known hazards relating to the buildings and carry out their work without risk to themselves or others;
- ensuring adequate first aid provisions and arrangements are in place and these are communicated to all persons;
- ensuring all accidents, incidents and near misses are reported regardless of whether an injury is sustained; ensure that all such occurrences are investigated in a timely manner and appropriate remedial action taken; ensure all 'reportable accidents' are dealt with in accordance with R.I.D.D.O.R regulations;
- following parish procedures for dealing with complaints, security incidents and other emergencies;
- ensuring that all statutory records, registers and other documents concerning the provision, installation, inspection, testing and maintenance of plant /equipment are kept in accordance with relevant information;
- liaising with the appropriate enforcing authorities over health and safety matters;
- maintaining an understanding of current relevant health and safety legislation and codes of practice;
- ensuring that all liability, embracing statutory and business needs, is covered by insurance.

Responsibility of the other named Parish personnel or Body

The Parish Priest may delegate the day to day performance of his responsibilities to other church persons who may take the form of a committee or an individual. The delegated body or individual must be competent to perform their responsibilities or given access to a source of competent advice.

Accordingly the performance of some aspects of the Parish Priests' responsibilities have been delegated to the Health and Safety Co-Ordinator who will report to the Finance Committee as issues and concerns arise at least on a quarterly basis.

Responsibilities of the Health and Safety Co-Ordinator involves:

- arranging for the parish health and safety policy to be reviewed and revised, if necessary, bi-annually or when there is significant change to parish persons, the buildings or activities carried out ;
- arranging for the assessment of all significant risks associated with the parish ; communicating the findings of the risk assessments to relevant parties e.g. employees, volunteers, contractors and hirers of parish buildings;
- arranging for the regular review and up-date of risk assessments based on the level of risk (high risk-Annually , low risk- Bi-Annually or when there has been change to persons, systems or equipment);

- ensuring safe procedures for carrying out tasks such as fire evacuation and using equipment such as fire extinguishers are completed, reviewed and revised, if necessary; ensuring all relevant persons are familiar with and understand these safety procedures;
- arranging for regular tests and inspections of parish plant such as central heating systems and boilers and equipment such as portable electric appliances are carried out and suitable records are kept;
- maintaining the parish accident book and ensuring that investigations are carried out in all cases in a timely manner and remedial action taken; ensuring ' reportable accidents are dealt with in accordance with R.I.D.D.O.R regulations;
- arranging for the provision of instruction, training, information and supervision of employees, volunteers and other relevant people e.g. hirers of parish buildings;
- preparing an annual report to the Parish Priest. This to include the findings of the regular inspections, tests, risk assessment reviews, accident trend and analysis etc. it would also confirm that health and safety performance had been managed satisfactorily;

Responsibilities of employees and volunteers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others affected by their acts and omissions whilst on working on parish premises or on other church business.

Employees and volunteers will:

- comply with all parish policies, safety rules, operating instructions and safe working procedures;
- report any fault or defect with regard to buildings, grounds, plant or equipment immediately to the appropriate person;
- co-operate with the Parish Priest or his authorised delegate(s) in all health and safety matters;
- never misuse or attempt to modify anything provided to them in the interests of theirs and others health and safety;
- report all accidents (however minor), injuries, near misses and damage to property immediately to the appropriate person;
- report any concerns regarding potential safety hazards immediately to the appropriate person;
- always use the protective clothing and/or safety equipment provided by the parish when required.

Responsibilities of Contractors

Anyone entering parish premises for the purposes of carrying out work, other than an employee or volunteer, will be regarded as a contractor.

All contractors, including self-employed, must :

- have their own health and safety policy (where required by law) and provide a copy;
- provide evidence that they have the necessary insurance cover in place;
- comply with the requirements of the Parish health and safety policy and co-operate with the Parish Priest or his authorised delegate(s) in providing a safe environment in which people can use the parish facilities safely whether at work or otherwise;
- never undertake any unauthorised building or maintenance work;

- provide documentation such as method statements and risk assessments for the proposed works. This to include certification of testing and maintenance of all plant/machinery bought onto parish premises. This documentation must be approved by the Parish Priest or his authorised delegate(s);
- never use sub-contractors or persons other than their direct employees without the express approval of the Parish Priest or his authorised delegate(s). In all circumstances, health and safety responsibility remains with the main contractor;
- ensure that 'high risk work' is covered by the relevant Permit to Work e.g. hot works, enclosed spaces, working at height;
- observe all policies and procedures of the parish whilst working on parish premises. The relevant ones will be communicated to them at induction.

Responsibility of Hirers

Anyone hiring parish facilities whether for financial gain or not must co-operate with the parish in maintaining a safe environment for all those who use the facilities.

All hirers will:

- complete a booking form;
- agree to conform to the terms and conditions of booking;
- observe all the policies and procedures of the parish which are relevant to the booking.

The booking must be approved by the Parish Priest or his authorised delegate(s).

The Archdiocese of Birmingham works with D.E. Ford Insurance Brokers as Risk Management Consultants to provide competent advice in all areas of health and safety matters affecting the Parishes. These areas include:

- new and changing health and safety legislation;
- case law;
- new and changing codes of practice and best practice;
- maintaining the on-line reference library www.deford.co.uk;
- dealing with all insurance matters e.g. claims;
- providing competent health and safety advice when required.

ARRANGEMENTS

This section sets out our arrangements to minimise, as far as is reasonably practicable, risks to the health and safety of employers, voluntary workers, members of the congregation, visitors and contractors.

Accident Reporting

- the accident book is kept in the Parish Office at St. George;
- blank accident forms are available on the website at <https://online.deford.co.uk/Forms%20%20templates/Forms/DispForm.aspx?ID=99&Source=https%3A%2F%2Fonline%2Edeford%2Eco%2Euk%2FForms%2520%2520templates%2FForms%2FAllItems%2Easpx&RootFolder=%2FForms%20%20templates> ;
- completed accident forms are to be given to the Parish Office. An investigation will be arranged, if necessary, by the Parish Priest;
- all 'reportable' accidents are advised to the Health and safety Executive. The Health and Safety Co-Ordinator at Cathedral House will confirm whether or not a report is required;
- all accidents and incidents are recorded and trends analysed. Appropriate actions are taken with a view to minimise the chance of further similar incidents occurring;
- all records will be held in the Parish Health and Safety file in the Parish office.

Asbestos

The risks associated with building material containing asbestos are acknowledged by the parish. Accordingly the protection of employees, volunteers, contractors, parishioners and others is paramount.

- an asbestos survey is carried out in all parish buildings to establish if there is any asbestos containing material therein;
- where asbestos is identified, suspected or subsequently discovered in the parish buildings and where it remains in place, it is made safe;
- regular checks are made to ensure there is no deterioration and it remains safe;
- information regarding the location of the asbestos remaining in any of the parish buildings must be given to all contractors before they commence building or maintenance works, however small, and anyone else who may be affected;
- where deemed necessary the asbestos will be removed by a licensed contractor under strictly controlled conditions;
- the asbestos register and all other related records are kept in the Parish Health and Safety file in the parish office.

Building Works and Maintenance Works

- all building and maintenance works are to be carried out in a safe manner by competent persons whether they are parish employees, volunteers or contractors;
- all contractors are required to co-operate with the parish health and safety policy, in particular the safety rules set out in the 'Responsibility of Contractors' section;
- large building, refurbishment and maintenance works requiring compliance with the Construction(Design and Management) Regulations 2015 are arranged and overseen by the Property Team at Cathedral House.

Display Screen Equipment

- assessments are carried out on all users of computers and other display screen equipment, together with their workstations to reduce any risks to the lowest possible level. This assessment includes suitability of the chair, lighting, height of the screen, space available, keyboard and mouse;
- blank forms are available on the website at <https://online.deford.co.uk/Forms%20%20templates/Forms/DispForm.aspx?ID=156&Source=https%3A%2F%2Fonline%2Edeford%2Eco%2Euk%2FForms%2520%2520templates%2FForms%2FAllItems%2Easpx&RootFolder=%2FForms%20%20templates> ;
- persons using display screen equipment for parish work are encouraged to take regular breaks and ensure they are able to achieve a comfortable position;
- problems must be reported immediately to the Parish Priest to enable an appropriate solution to be found;
- all records are held in the Parish Health and Safety file in the Parish office.

Disability Discrimination

The Parishes are aware of their responsibilities under the Disability Discrimination Act 1995 and the Equality Act 2010.

All parish premises/buildings, as far as is reasonably practicable, are accessible for less able employees, volunteers, parishioners and visitors:

- office and welfare facilities are, as far as is reasonably practical, accessible to all. In certain areas these facilities can be made available if required;
- reasonable adjustments are made to accommodate all less able persons as far as is reasonably practicable;
- discrimination in the workplace, whether it be direct, indirect, harassment or violence is not tolerated under any circumstances.

Driving for Work

The aim of the parish is to eliminate or reduce the amount of time employees and volunteers spend driving as part of their working day (driving from home to a designated place of work is excluded). However it is recognised that a certain amount of driving is necessary.

Employees and volunteers who 'drive on business' (visiting parishioners, travelling to meetings, travelling to other church buildings etc.) must be authorised to do so by the Parish Priest.

Authorisation is given only if the proposed driver provides:

- a full driving licence;
- evidence of business cover on the car insurance;
- a valid M.O.T. (if applicable);
- blank forms are available on the website <https://online.deford.co.uk/Forms%20%20templates/Forms/DispForm.aspx?ID=60&Source=https%3A%2F%2Fonline%2Edeford%2Eco%2Euk%2FForms%2520%2520templates%2FForms%2FAllItems%2Easpx&RootFolder=%2FForms%20%20templates> .

Electrical Safety

Misuse or abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. Accordingly the parish are committed to ensuring a high standard of electrical safety.

- the fixed electrical system is inspected and tested every 5 years by a competent contractor who is a member of the National Inspection Council for Electrical Installation Contracting (NICEIC), Electrical Contractors Association (ECA) or other approved body;
- in the interim, regular visible checks of all electrical equipment and appliances are carried out by competent persons. All damage and faults are dealt with immediately by a competent contractor;
- in addition, all parish employees and volunteers are encouraged to report such deficiencies;
- portable appliance testing is carried out on an annual basis. Items such as computers, printers and photocopiers are tested every 2/3 years;
- any electrical equipment which is not the property of the parish and is brought onto parish premises must be fit for purpose and have a PAT certification, if applicable;
- all employees and volunteers are encouraged to turn off and disconnect portable electrical appliances when not in use e.g. kettles, heaters, fans and phone chargers;
- the use of domestic extension cables and socket adaptors is not permitted;
- all records will be kept in the Parish Health and Safety file in the Parish office.

Fire Safety

The aim is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, the parish will:

- arrange for a fire risk assessment of all parish buildings by a competent person. Any remedial action identified during these assessments will be carried out immediately;
- ensure that a fire can be detected in a reasonable time and that people can be warned;
- ensure that people who may be in the building can get out safely;
- ensure that people in the building know what to do in the event of a fire;
- provide fire extinguishers/blankets which are to be easily accessible. They will be regularly serviced and maintained. N.B. Fire extinguishers must only be used by trained persons.
- arrange for regular checks, inspections and maintenance of all the buildings, fire protection systems and equipment;
- all records are kept in the Parish Health and Safety file.

General Fire Procedures

- ensure that all designated fire exits are capable of being opened immediately without the need for a key, if the building is occupied;
- provide sufficient fire exits taking account of the numbers of persons who will be in the building at any one time;
- ensure that all fire exits are clearly signed and free from obstruction at all times when the building is occupied;

Emergency Evacuation Procedure

The Parishes ensure that everyone is prepared in the event of a fire. The emergency procedure is:

If you discover a fire:

- Raise the alarm by shouting fire (if in the church or offices) or by activating the nearest fire point (if in the Church Hall);
- Call the fire rescue service by dialling 999;
- Clear the building of occupants as quickly as possible;
- Switch off electrical equipment if safe to do so;
- Close doors and windows if safe to do so;
- Use the fire extinguishers provided if trained and confident in their use and it is safe to do so;
- Evacuate the building by the nearest safest exit and go to the fire assembly point located in the car park at rear of the buildings;
- Warn occupants of neighbouring buildings if safe to do so;
- Await the fire rescue service. Do not re-enter the building until advised that it is safe to do so by a fire officer.

The Parishes ensure there are persons available during services in the church and at activities and events organised by the parishes to assist with the implementation of the emergency plan e.g. Attendant Clergy and/or Eucharistic Ministers.

First Aid

- First Aid boxes can be found in:
 - St. George – Parish Office; Church Hall Kitchen; Church Sacristy.
 - Our Lady - Church Sacristy; Kitchen;
 - Contents of these boxes are checked and replenished on a regular basis.
- the nominated first aid person is Christina Toader who can be contacted via the Parish office;
- hirers of the church hall must ensure the provision of additional first aid is provided by themselves as, by necessity, the parish provision is basic.

The Parish endeavours to provide first aid treatment should the need arise during services, activities and events, but because this provision is reliant on volunteers, it cannot be guaranteed. There is usually a competent person available at services in the church and events in the parish hall who can provide first aid treatment or manage an emergency situation until help arrives.

Food Safety

The Parish makes every effort to follow good hygiene practice governing the preparation and storage of foodstuffs.

- food handlers have access to appropriate information on safe food handling;
- appropriate assessments of risk are carried out for the foods to be prepared and stored including storage at correct temperatures and storage in correct areas; before food preparation commences, all surfaces are washed down and disinfected;

- hirers of church buildings who wish to provide foodstuff are advised of our facilities and are encouraged to follow safe procedures to avoid fire, accident and hygiene hazards.

It cannot be guaranteed that any food provided for consumption by parishioners or visitors is suitable for people with allergies or intolerances. If anyone does have a food allergy or intolerance they must decide themselves the most appropriate action for their needs.

There is a kitchen which includes a sink, cooking equipment and refrigeration equipment, both in the Church Hall and the Church House. All food preparation and storage for parish events is to be carried out only in these areas.

Gas Safety

Misuse and abuse of gas is a significant cause of fires and injury. Faulty gas equipment can kill. Accordingly the parish is committed to ensuring a high standard of gas safety.

- all gas boilers and fires are maintained and tested annually by a competent contractor who must be a Gas Registered installer. Any remedial works identified are carried out immediately.
- if there is a smell of gas:
 - the person smelling the gas must call the British Gas emergency service.
 - ventilate the building by opening doors and windows.
 - do not turn lights on or off and avoid using other electrical appliances or switches.
 - do not smoke, light a match or any other naked flame.
- records are kept in the Parish Health and Safety file in the Parish office.

Hazardous Substances

It is the aim of the parish to reduce, as far as is reasonably practicable, the risks associated with the ordering, use, storage, transportation and disposing of hazardous substances.

Where such substances are used by employees and volunteers, risk assessments based on the manufacturer's data sheets are provided to highlight the risks involved with their use and what to do if the substance is ingested, comes in contact with the skin or gets into the eyes. Blank forms are available <https://online.deford.co.uk/Forms%20%20templates/Forms/DispForm.aspx?ID=222&Source=https%3A%2F%2Fonline%2Edeford%2Eco%2Euk%2FForms%2520%2520templates%2FForms%2FAllItems%2Easpx&RootFolder=%2FForms%20%20templates>

When ordering substances every care is taken to ensure the most effective but least hazardous product is identified.

Anyone using hazardous substances will:

- receive appropriate training and be provided with appropriate personal protective equipment;
- only use the substances provided by the parish;
- not bring any substances from home;
- not mix substances together (unless specifically instructed);
- not store substances in unmarked containers;
- not leave substances where they could do harm to others e.g. children.

Legionella

The Parishes are aware of their responsibilities with regard to Legionella legislation and have made arrangements to comply;

- a survey has been carried out on all buildings owned by the parishes;
- all air-conditioning units are inspected annually;
- water temperatures and showerheads are tested regularly;
- records are kept in the Parish Health and Safety file in the parish office;
- blank record forms are available at
<https://online.deford.co.uk/Forms%20%20templates/Forms/AllItems.aspx>

Lifting and Handling

It is the aim of the parish to eliminate lifting and handling objects entirely as far as reasonably practicable. When this is not possible, and lifting and handling of items is required by employees and volunteers, the task will be assessed taking into account the job, the load, the individual and the working environment to establish a safe system of work.

Competent training is provided if manual handling is a regular part of the duties of the employee or volunteer.

The guidance given is:

- think before doing the task;
- plan the task;
- move obstacles from the intended route, including opening doors;
- make sure your vision is not blocked by the object being carried,
- how heavy is the object ? – get help if too heavy;
- bend knees whilst keeping back as straight as possible;
- ensure a stable safe footing and the ground is even and not slippery;
- carry the object close to the body.

Lighting

It is the aim of the parish to provide a good standard of lighting to assist persons to move around the parish buildings in a safe manner.

Consideration has been given to the risk of occupants in the event of a power failure. Accordingly supplementary lighting has been installed in the Church Hall.

- regular checks are carried out to ensure the lighting provided is working and sufficient, especially outside lights. Identified remedial work is completed in a timely manner;
- employees and volunteers are encouraged to report all defective lighting to the Parish Priest;
- only authorised parish persons or contractors are permitted to replace bulbs or repair light fittings;
- the emergency lighting is inspected and maintained every six months. Remedial action identified is carried out in a timely manner;
- records are kept in the Parish Health and Safety file in the parish office.

Personal Safety

The aim of the parish is to ensure that all employees and volunteers are provided with a safe working environment as far as is reasonably practicable. Full consideration has been given to the risks of working in the parish buildings, travelling between these buildings, working alone, accepting people into their homes, visiting people's homes and handling cash and valuables.

Appropriate risk assessments are compiled and procedures drawn up to cover such activities. (Working Alone and Driving for Work are dealt with in more detail within this document).

The appropriate control measures identified to protect employees and volunteers are communicated to them and acknowledged by them.

All persons are asked to report any concerns to the Parish Priest. Such concerns will be treated confidentially.

Plant and equipment

The aim of the parish is to provide safe plant and equipment for use by employees and volunteers.

Persons under 18 are not permitted to use any power driven plant or equipment. They are only permitted to use non-powered hand tools.

Ladders, step ladders and other working at height equipment may only be used by authorised persons and must be used in accordance with the current legislation and risk assessment. Blank record forms are available at <https://online.deford.co.uk/Forms%20%20templates/Forms/AllItems.aspx>.

The following procedures apply:

- do not use any equipment if training has not been received in its use and/or authorisation has not been given for its use;
- do not use the plant or equipment for the purpose it was not intended;
- always switch off the plant and equipment before any adjustments are made;
- always check the equipment is in safe working condition, correctly adjusted, and there are no other defects before use;
- ensure the safety guards are in place following carrying out minor maintenance;
- always wear the appropriate personal protective equipment for the task as detailed in the relevant risk assessment;
- all defects must be reported to the Parish Priest immediately. The equipment must not be used until the defect has been rectified;
- all plant and equipment must be regularly maintained and serviced in accordance with the manufacturer's instructions.

All records are kept in the Parish Health and safety file in the Parish office.

Risk Assessments

All Parish tasks and activities undertaken by their employees or volunteers are assessed for hazards and whether those hazards could cause significant harm. If significant hazards are identified, a written risk assessment is completed.

The risk assessments are completed by a competent person and signed by the Parish Priest.

Risk Assessments include:

- description of the identified hazard;
- who is at risk;
- what controls are in place to reduce the risk;
- whether additional controls are needed;
- review and revise date according to the task, severity of risk and likelihood of injury.
- Blank forms are available at
<https://online.deford.co.uk/Forms%20%20templates/Forms/DispForm.aspx?ID=109&Source=https%3A%2F%2Fonline%2Edeford%2Eco%2Euk%2FForms%2520%2520templates%2FForms%2FAllItems%2Easpx&RootFolder=%2FForms%20%20templates> ;
- the risk assessment library is held in the Parish health and safety file in the Parish office.

Safeguarding of children, Young People and Vulnerable Adults

The Parish is committed to safeguarding children, young people and vulnerable adults in accordance with the procedures issued by the Catholic Safeguarding Advisory Service (CSAS).

The parish safeguarding representative at St. George is Mrs. Ruth Bader 01905 21053

The parish safeguarding representative at Our Lady Queen of Peace is Mrs. Marie McHugh 01905 429199.

They can be contacted directly by phone or through the Parish Priest.

Slips, Trips and Falls

All parish premises are checked regularly in order to reduce, as far as is reasonably practicable, the risk of slips, trips and falls.

These checks include:

- floors and stairs in buildings;
- driveways, paths and steps in grounds;
- handrails associated with steps and ramps;
- features placed to highlight hazards e.g. warning signs, warning tape, contrasting material;
- guarding to protect persons falling from height;
- temporary hazards e.g. maintenance works, moving offices;
- lighting, in particular outside lighting on steps, walkways and paths.

Any defects found will be repaired in a timely manner. Temporary remedy may be used if safe to do so.

All employees and volunteers are encouraged to report all defects to the Parish Priest.

All inspection records are kept in the Parish Health and Safety file in the parish office.

Ice and Snow

The parish aim is to maintain a safe passage through the main external routes, as far as is reasonably practicable, within the limits of resources.

It is expected that parishioners, employees, volunteers and visitors will take due care of their own safety in adverse weather conditions.

The parish will:

- give priority to clearing entrances, steps and most used pedestrian routes;
- apply salt and grit to these areas in anticipation of ice and snow, if resources permit;
- accumulated snow will be cleared if possible. This will usually be during normal working hours.

Smoking

The smoking policy has been developed to protect all those persons using the parish buildings including employees, volunteers, contractors and members of the public from exposure to second hand smoke and ensure compliance with the Health Act 2006.

The policy states that all parish buildings are smoke free and that all persons using the parish facilities either as a place of work or for worship or fellowship have a right to a smoke free environment.

This includes the smoking of cigarettes, cigars, e-cigarettes and all types of pipe.

Smoking is prohibited in all enclosed and substantially enclosed buildings. This applies to all employees, volunteers, parishioners, contractors and visitors.

The responsibility for implementing this policy rests with the Parish Priest. However everyone is obliged to adhere to and give support to the policy.

- no smoking signs are clearly displayed on all entrances to the parish buildings;
- persons wishing to smoke must do so outside the parish buildings.

The N.H.S. offers a range of free services to help smokers who wish to reduce or stop smoking. Visit www.gosmokefree.co.uk for details.

Volunteers

The Parishes take seriously their responsibilities towards all volunteers and therefore treat them like employees in all aspects of health and safety matters.

The parishes commit to:

- provide induction, training, information, instruction and supervision when necessary;
- provide regular support in their role and a named contact in case of need;
- treat volunteers in line with the Equalities Act 2010;
- provide insurance cover.

Volunteers commit to:

- following the policies and procedures relevant to themselves and the tasks being undertaken e.g. confidentiality, equal opportunities and health and safety;
- meet mutually agreed expectations around the role such as standard of work and time taken.

Records of all volunteers are kept in the Parish Health and Safety file in the parish office.

Working Alone

The aim of the parish is to work in such a way that working alone is avoided as far as is reasonably practicable. However it is recognised that there may be occasions when it is necessary, either within the offices or when visiting parishioners.

Appropriate risk assessments are compiled and procedures drawn up to cover such activities. (Working Alone and Driving for Work are dealt with in more detail within this document).

The appropriate control measures identified to protect employees and volunteers are communicated to them and acknowledged by them.

All persons are asked to report any concerns to the Parish Priest. Such concerns will be treated confidentially.

Work Related Stress

The parish aims to determine working methods and behaviours that avoid exposure to excessively stressful situations for the employees and volunteers.

Everyone is encouraged to work in a manner which reduces the likelihood of work related stress and to report symptoms of stress to the Parish Priest. Such cases are treated confidentially.

Full support is given to persons identified as suffering from work related stress, assisting sufferers to consider measures to help resolve issues and seeking external help, such as counselling, if necessary.

MONITORING AND REVIEW

The method used by the parish to monitor and review the parish health and safety performance is in accordance with the Health and Safety Executive management system known as PLAN-DO-CHECK-ACT.

An annual report will be presented to the Parish Priest by the Finance Committee in conjunction with the health and safety co-ordinator. This will summarise the findings of the monthly/annual compliance reports, the analysis of accidents, incidents and near misses and any significant issues that have arisen during the year.

It will also include an action plan for the coming year to improve health and safety performance.

Blank forms to assist this review are available at

<https://online.deford.co.uk/Forms%20%20templates/Forms/DispForm.aspx?ID=158&Source=https%3A%2F>

PERFORMANCE MANAGEMENT MONITORING

Organisations will have management processes or arrangements in place to deal with payroll, personnel issues, finance and quality control – managing health and safety is no different.

To help comply with the law, the H.S.E. encourages a common-sense and practical approach. It should form part of the everyday running of an organisation and an integral part of workplace behaviour and attitudes.

The core elements of effective managing are:

- leadership and management;
- a trained and competent workforce;
- an environment where people are trusted and involved.

Managing health and safety can rarely be achieved by one-off interventions. A sustained and systematic approach is required. Whilst a formal health and safety management system may not be required, the approach used will probably contain the steps : PLAN-DO-CHECK-ACT.

This method helps achieve a balance between the systems and the behavioural aspects of management. It treats health and safety as an integral part of good management generally, rather than as a stand alone system.

PLAN

Prepare a policy- to include:

- a 'general statement of intent';
- the responsibilities and organisation of the persons involved;
- the arrangements for dealing with the tasks required.

Establish how health and safety performance will be measured;

- by trend analysis of all accidents, incidents and near misses;
- by proof of provision of a safe working environment.

Consider emergency planning and procedure to include:

- fire evacuation;
- bomb scares;
- shared premises;
- terrorist and violent anti-social activity.

Plan for change and identify any specific legal requirements pertinent to the organisation.

DO

Assess all risks within the organisation:

- Identify what could do harm in the workplace;
- Who it could harm;
- How it could do harm;
- What is being done to mitigate this at present and what extra needs to be done.
- Prioritise the risks – High, Medium and Low.

Organise to deliver the plan:

- Involve everyone concerned;
- Communicate effectively to everyone;
- Develop a positive attitude and behaviour;
- Provide adequate resource to include competent advice.

Implement the plan:

- Decide on preventative and protective measures needed to eliminate or reduce risk;
- Provide adequate training, instruction, information and supervision;
- Provide the correct tools and equipment to do the tasks; service and maintain them;
- Ensure all premises, buildings and grounds are safe to work in; carry out regular inspections with follow-up and action.

CHECK

This is done by using the performance management criteria:

Accidents, Incidents and Near Misses

- Have all accidents, incidents and near misses been investigated in a timely manner with appropriate remedial action put in place to reduce likelihood of a similar occurrence;
- Have all 'reportable accidents' been reported to H.S.E. as appropriate;
- Has a trend analysis been completed to identify number, type and severity.

Safe Working Environment

This can be checked by determining the following:

Safe People

- Has adequate training, instruction, information and supervision been provided;
- Are communication channels adequate – noticeboards, meetings, one-to-ones etc;
- Is a positive attitude and behaviour encouraged;
- Is recruitment and employee turn-over a concern.

Safe Place

- Are regular inspections of buildings and offices carried out with timely remedial action if necessary;
- Are welfare facilities being provided adequate.

Safe Plant

- Is plant and equipment provided- suitable for the tasks; compatible with other plant provided; serviced and maintained; stored correctly; replaced when necessary.

Safe Processes

- Have all tasks been risk assessed in the appropriate way and made known to users;
- Have Safe Working Procedures been established where necessary and made known to users;
- Is this documentation regularly reviewed and revised if necessary

ACT

Review the performance from the data and documentation available.

Learn from accidents, incidents and near misses; learn from ill-health data; learn from errors; learn from experiences; benchmark against other similar organisations.

Revisit plans, policies, procedures and assessments if appropriate.

Implement any action needed to improve performance.

CONTACTS

Parish Priest:

via the Parish Office.

Parish Office:

01905 22574

Where to report accidents/incidents:

via the Parish Office.

Where to report damage or faults to premises/buildings:

via the Parish Office.

Questions re hiring facilities:

via the Parish Office

Enforcing Authority:

Worcester Regulatory Services,

Wyre Forest House,

Finepoint Way,

Wolverley,

Kidderminster

DY11 7WF

Tel: 01905 822799

Health and Safety Executive

Redgrave Court,

Merton Road,

Bootle,

Merseyside,

L20 7HS

Tel: 0151 951 4000

