

Health and safety policy

Nottingham Roman Catholic Diocesan Trustees. Willson House, 25 Derby Road, Nottingham, NG1 5AW. Company number 7151646. Charity number 1134449.

Statement of general policy:

It is the policy of the Diocese and of the Parish that a healthy and safe environment is provided at all times. This applies to courses and other activities for which it is responsible as well as to its building and physical property.

Account is to be taken of all who might be involve in them. This may include the following, employees, office holders (eg Clergy), volunteers, visitors (eg parishioners), non-employees working on the premises, children, disabled, non-English speakers, new or expectant mothers, temporary workers, trainees. All are welcome to comment on the general policy or on any aspect of health and safety to the person responsible for the activity or to the Diocese.

It is the duty of all to comply with this policy.

Department/ activity		Date of assessment:		By:	
Signed: Dept head		Date:			

Diocesan non parish organisations which come under health and safety:
College of Consultors/ Council of Priests/ Diocesan Pastoral Forum/ Nottingham Priests Together

Under Cathedral: Cathedral Chapter/ Lincoln Brugge/ Master of Ceremonies/ Cathedral Choir

Under Willson House: Diocesan Tribunal/ Board and its Committees/ Finance Office/ Historic Churches Committee/ Property Department/ Archives

Commissions etc:

AF Adult Formation/ AP Retired Priest Appeal
 DI Diaconate Commission/ EC Ecumenical Commission
 EM Extraordinary Ministers of Holy Communion
 GC Liturgical Commission/ JP Justice and Peace Commission
 MA Marriage and Family Life/ OF Ongoing Formation Commission
 PL Lourdes Pilgrimage/ SC Safeguarding Commission
 SR Sick and Retired Priests Chaplaincy/ TP c
 UC University Chaplaincies (NV and DV use parish return)
 VF Overseas Clergy and Ethnic Chaplaincy/ VO Vocations Commission
 VR Vicar for Religious

Risk assessment

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14 and modified for use by the Diocese of Nottingham

All parishes must conduct a risk assessment at least annually. A risk assessment template is provided below. It is in a standard form and MUST be adapted to the particular circumstances of YOUR Parish using the spare rows at the end. Suggestions for additions and alteration of the standard questions are welcomed and should be sent to the Finance Office.

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
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MEETINGS/ COURSES AT OTHER VENUES

Unfamiliarity with environment	All attending Person leading the course or activity and assistant	Proper preparation of room Arrangements for fire and meeting point in case of emergency. Trip hazards eg loose wires or damaged carpet Portable electric equipment safe If in doubt check whose responsibility the health and safety is Arrangements for any fire testing during meeting. Manual handling – carrying boxes; are trolleys provided				
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ACTIVITIES ARRANGED WITH THIRD PARTIES – EG EXTERNAL PILGRIMAGES

<p>General risks caused by being under the control of others</p>	<p>All attending Person leading the course or activity and assistant Sick and elderly</p>	<p>Sight of their h&s policies and formal consideration of its adequacy What special arrangements required If abroad: Vaccinations required Check of Foreign Office website ATOL/ ABTA registered company All attending insured</p>				
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USE OF CARS

<p>Accident and/ or other damage to health</p>	<p>Drivers, passengers, other road users</p>	<p>Avoid - especially in bad weather and long journeys Car may not be overfilled No use of mobile phone whilst driving Take regular rest breaks Must have current licences and insurance Cars to be regularly serviced including water and tyres and MOT up to date. Doors locked in built up/ secluded areas Valuables out of site Roadside assistance Adhere to Highway Code</p>				
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LONE WORKING / ONE TO ONE MEETINGS

<p>Person concerned in the meeting</p>	<p>All involved</p>	<p>Try and avoid</p> <p>Ensure someone else knows where you are.</p> <p>Have mobile phone with you.</p> <p>Reverse into car parking space</p> <p>Know who you are meeting. If in doubt eg safeguarding/ involved</p> <p>For Covenant of Care ensure you are accompanied</p> <p>Alternative means of egress</p>				
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WORKING AT DESKS

<p>Physical discomfort and strain leading to medical problems danger</p>	<p>Those using computers and desks</p>	<p>Display screen and other equipment easily and comfortably seen and sensibly placed</p> <p>Chair comfortable and supportive of correct posture</p> <p>(Further information on HSE website)</p>				
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OTHER ITEMS – SPECIFY

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Review of last year's risk assessment for outstanding items	
Review of accident book for new possible sources of problem areas	
Discussion with parish priest for any known difficulties	
Have all relevant buildings and grounds been checked.	

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new equipment or activities). For information specific to the Church there is advice on the CCIA website User name: Nottingham Password: Anicetus. For further information and to view example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

WHEN COMPLETED PLEASE RETURN THIS TO PROPERTY DEPARTMENT, WILLSON HOUSE, 25 DERBY ROAD, NOTTINGHAM, NG1 5AW.