

Nottingham Roman Catholic Diocesan Trustees

Edward S. Poyser, Financial Secretary
Willson House
25 Derby Road
NOTTINGHAM NG1 5AW
Phone 0115 953 9800 Fax 0115 953 9805
financial.secretary@nrcdt.org.uk
Company number 7151646 Charity number 1134449

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Dear Monsignor/Canon/Father

Please find enclosed your Health & Safety Risk Assessment Form for 2016. It has been updated from previous years and in particular a fire risk assessment is included.

If you have your own form of return, then this is perfectly acceptable, providing of course it covers the necessary matters. In particular, so long as it covers the necessary matters and bears the evidence of this year's assessment having taken place, you may well find it easier to update your last year's return for this year. This year's return should confirm that last year's follow up work has been completed.

As before, we would be most grateful for the completion of the return and its forwarding on to us before **31st July 2016**. (But please do not delay returning the Annual Financial Return for this.)

The majority of parishes do manage to carry these out without assistance. If you do require assistance then Mr James Bardsley Cert.IOSH will be happy to do these for you at a price of £20 per hour (travelling time and costs but not VAT are added in addition). His contact details are 01522 402981, 07598 565488 or jamesbardsleyoblate85@gmail.com. Alternatively you may have professional health and safety consultants available locally.

One point which came up more than once last year is that it is the risk assessment which is required. Some parishes produced excellent policies as well as a plan for checks but had not evidenced that a risk assessment had actually been carried out. In some cases it was possible to infer that the required work had been done but the risk assessment form did not actually make this clear. It is important that the completed risk assessment form evidences that the work required has actually taken place.

With all good wishes,

Yours sincerely

Edward S. Poyser
Financial Secretary