

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.

Account is to be taken of all who use the buildings, whether Church, Hall or Presbytery or any other building. 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 parish priest/ priest in charge or to the Diocese.

The buildings and equipment in use within are to be properly provided and maintained and those who use equipment to be properly trained in its use.

Emergency procedures involving evacuation in case of fire or other significant incident will be established.

Care is to be taken over storage of hazardous substances.

It is the duty of all to comply with this policy. The law places a particular duty on both the owner of the property, the Diocese, and the occupier of the property, the parish priest/ priest in charge. Those with specific duties in the parish such as adult servers and sacristans and committee members are also asked to take a supporting role.

Parish/ Chapel of Ease		Date of assessment:		By:	
Signed: (Parish Priest)		Date:			

Health and safety poster and Employer's Liability Certificate is displayed at (location):	
First-aid box is located at:	Accident book is located at:
DATE OF LAST ANNUAL CHECKS	
Portable Electric Appliance" tested (but not every appliance):	Boiler & gas inspected by Gas Safety Register engineer:
FIRE: last protection equipment service, alarm system and fire action notice checks:	Asbestos management last reviewed (reports on Diocesan Website password Aedificium):
Lightning conductor check:	
DATE OF LAST FIVE YEARLY CHECKS	Fixed electrical wiring inspection test:

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
Trips and slips: Tripping hazards: Damaged floor coverings, potholes, sunken drains, loose cables Slipping hazards: Spillages, wet floors, water brought in on shoes	All, from falling	General good housekeeping All areas well lit, including stairs and light bulbs replaced All work areas clear - nothing placed in corridors or on stairs Temporary wiring replaced by permanent Cables tied up Prompt drying up of spills and wet generally Use of mats at entrance areas				
Inflammable or hazardous materials such as cleaning liquids	All, by poison or fire Those using them by skin irritation	Properly marked and safely stored in protected area Use of protective gloves Flammable materials kept away from sources of heat Dangerous strength materials kept locked				

Stairs and other raised areas eg sanctuary, ambos,	All users, especially the young and old and infirm depending on the height in question	<p>Prominent nosings if necessary</p> <p>Use of different colours to highlight changes in levels and properly lit</p> <p>Handrails or balustrades if necessary</p>				
Equipment in use eg step ladders, gardening tools	All who use the equipment and all in the vicinity	<p>Should be withdrawn from use immediately any doubt arises over safety</p> <p>Chairs to be regularly checked</p> <p>Use of “working at height” advice</p>				
External contractors	All including the external contractors themselves and visitors	<p>Evidence of insurance and of limit especially where unusual processes such as hot work involved</p> <p>Advice given of any asbestos present where the work takes place – refer to the asbestos report on the Diocesan website (password Aedificium)</p> <p>Discussion with external contractors how they propose to do their work – their risk assessment and method statement and in particular consideration of the presence of asbestos</p>				
Works carried out by volunteers and others connected with the parish	All including the volunteers and visitors	<p>Method statement, risk assessment and training if necessary and particular attention to be paid to working at height eg before light bulb changing</p> <p>Consultation of CCIA website (user <i>Nottingham</i> password <i>Anicetus</i>)</p> <p>Work authorised by responsible person if not parish priest</p>				

Car park	Injury to car park users and others	<p>Delineation of car and pedestrian areas</p> <p>Maintenance of surface from damage</p> <p>Removal of transient hazards such as leaves and moss</p> <p>External lighting</p>				
Freezing weather	All users - slips and trips	<p>Use of shovel to remove snow</p> <p>Use of salt and grit in case of ice</p> <p>Closing of area if unsafe eg through adverse weather and ground conditions</p>				
Stagnant water	All - Legionella disease risk	<p>Regular use of showers</p> <p>Permanent removal of "dead ends"</p>				
Safeguarding	Children and vulnerable adults	Availability of safeguarding manual and compliance with procedures				
Hanging items, bells crucifixes, lights etc	Danger if standing underneath	Stability test and instruction to external contractor if in doubt about safety				
First aid kit	All who use the building	<p>Easily accessible</p> <p>Replenished as used</p>				
Trees and shrubs	All who are nearby	<p>Continuous monitoring especially after bad weather and especially boundaries</p> <p>Advice of arboriculturalist and lopping as necessary (Local Authority approval needed for trees with TPOs or in conservation area)</p>				

Masonry eg finials, parapets, statues, crosses, monuments	All who are nearby	Visual check (higher level with binoculars), hand check (low level) and specialist check if necessary particularly of the bonding Routine check especially after bad weather				
Glazing	All from being cut or from walking into it	Use of safety glass especially at low level Manifestations on glass				
Manual handling	All who perform this	Break down of bulk into manageable sizes and weights Use of trollies				
Electrical equipment	All users	Inspection for damage or frayed wires prior to use Additional portable appliance testing if necessary because of heavy usage				
New staff induction	New staff	Includes health and safety training				

CHURCH HALLS

<p>Trips and slips: Tripping hazards: Damaged floor coverings, potholes, sunken drains, loose cables</p> <p>Slipping hazards: Spillages, wet floors, water brought in on shoes</p>	<p>All, from falling</p>	<p>General good housekeeping</p> <p>All areas well lit, including stairs and light bulbs replaced</p> <p>All work areas clear - nothing placed in corridors or on stairs</p> <p>Cables tied up</p> <p>Prompt drying up of spills and wet generally</p> <p>Use of mats at entrance areas</p>				
<p>Inflammable or hazardous materials such as cleaning liquids</p>	<p>All, by poison or fire</p> <p>Those using them by skin irritation</p>	<p>Properly marked and safely stored in protected area</p> <p>Use of protective gloves</p> <p>Flammable materials kept away from sources of heat</p> <p>Dangerous strength materials kept locked</p>				
<p>Cooker and catering equipment</p>	<p>All, particularly those cooking, from burns and heat related injuries and cuts</p>	<p>Warning notices</p> <p>Sharp knives stored inaccessibly</p>				
<p>Stairs and other raised areas eg sanctuary, a stage, ambos,</p>	<p>All users, especially the young and old and infirm depending on the height in question</p>	<p>Prominent nosing's if necessary</p> <p>Use of different colours to highlight changes in levels and properly lit</p> <p>Handrails or balustrades if necessary</p>				

Equipment in use eg step ladders, folding/ stacking chairs	All who use the equipment and all in the vicinity	<p>Should be withdrawn from use immediately any doubt arises over safety</p> <p>Chairs to be regularly checked</p> <p>Stacking chairs stacked at safe heights and restraining belt used if required</p> <p>Use of “working at height” advice</p>				
External contractors	All including the external contractors themselves	<p>Evidence of insurance and of limit especially where unusual processes such as hot work involved</p> <p>Advice given of any asbestos present where the work takes place – refer to the asbestos report on the Diocesan website (password Aedificium)</p> <p>Discussion with external contractors how they propose to do their work – their risk assessment and method statement and in particular consideration of the presence of asbestos</p>				
Works carried out by volunteers and others connected with the parish	All including the volunteers and visitors	<p>Method statement, risk assessment and training if necessary and particular attention to be paid to working at height eg before light bulb changing</p> <p>Consultation of CCIA website (user Nottingham password Anicetus)</p> <p>Work authorised by responsible person if not parish priest</p>				

Freezing weather	All users - slips and trips	Use of shovel to remove snow Use of salt and grit in case of ice Closing of area if unsafe eg through adverse weather				
Hall hires	Hall users	Written advice to hall users of their responsibility for their own health and safety risk assessment including for equipment which they bring in to (standard agreement does this)				
Manual handling	All who perform this	Break down of bulk into manageable sizes and weights Use of trollies				
Electrical equipment	All users	Inspection for damage or frayed wires prior to use Additional portable appliance testing if necessary because of heavy usage				

GRAVEYARDS AND CEMETERIES

Trips and slips: Tripping hazards: Potholes, sunken drains	All, from falling	Monitoring of path surfaces Signing for disabled access				
Equipment in use eg, gardening tools, mowers	Those using the equipment and others	Check that they are working properly Mower petrol stored safely				
External contractors Including gravediggers	All external contractors and others	Evidence of insurance Discussion with external contractors how they propose to do their work – their risk assessment and method statement Includes shoring up, risk of collapse and restriction of access				
Works carried out by volunteers and others connected with the parish	All including the volunteers	Method statement and training if necessary and particular attention to be paid to working at height eg before light bulb changing Work authorised by responsible person if not parish priest				
Freezing weather	All users - slips and trips	Use of shovel to remove snow Use of salt and grit in case of ice Closing of area if unsafe eg through adverse weather				

Gravestones, masonry, sheds, walls, seating including finials, parapets, statues, crosses, monuments	All in graveyards, especially children	Visual check (higher level with binoculars), hand check (low level) and specialist check if necessary particularly of the bonding No access to unaccompanied children Cordon if necessary to avoid short term danger				
Trees and shrubs	All who are nearby	Continuous monitoring especially after bad weather and especially boundaries Advice of arboriculturalist and lopping as necessary (Local Authority approval needed for trees with TPOs or in conservation area)				

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.

Fire risk assessment

Parish name:

Assessment by:

Date of risk assessment:

Church

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
Fuels (combustible and flammable material)						
Combustible materials – fabrics, wood, paper etc Flammable materials – solvents, paint, petrol etc Waste – dustbins etc List items of particular concern	All users	Regular reviews of quantities of materials stored and ensure they are not stored near sources of ignition Ensure flammable materials are stored in secondary containment Waste bins are emptied regularly				
Sources of Ignition						
Candles	All users	Not placed near to flammable substances – eg plastic flowers or straw as well as altar linen and vestments Ideally have area for candles on stone floor				
Smoking	All by fire and smoking associated diseases	Smoking not permitted in all church buildings No smoking notices displayed				
Arson attack	All users	Alternative escape routes available				

Hot working, eg on roofs including any work involving open flames, soldering or welding, likely to cause sparks such as grinding	All users	<p>Permission given specifically</p> <p>Availability of firefighting methods discussed and Method statement reviewed and specialist health and safety consultant consulted if required</p> <p>Insurance reviewed to ensure up to date and that hot work covered under it</p>				
Other sources of ignition	List items of concern:					
Fire Detection, Emergency Evacuation etc						
Construction of building	All users	Consider how this affects fire safety (compartmentalisation)				
Fire doors – (self-closing)		Where important should be marked e.g. “Fire Doors – keep closed”				
Emergency lighting (if fitted)	All users	Regularly tested				
Fire alarm system (if fitted) Automatic fire detection	All users	<p>Regularly tested</p> <p>Limited use because of use of candles and incense in services but if available are they regularly tested.</p>				
Firefighting equipment	All users	Adequate, in correct place and serviced annually, including water (general use but not electrical), dry powder (petrol and paraffin fires), carbon dioxide (electricity) and fire blankets (kitchen) as appropriate				

Emergency evacuation routes	All users	<p>Emergency exits clearly marked</p> <p>All fire exit doors unlocked during main services</p> <p>Exits unobstructed internally and externally e.g. by cars</p> <p>Exit routes and aisles wide enough for emergency use (750mm min)</p> <p>Distance to nearest fire exit within recommendations</p> <p>Written fire procedures displayed</p> <p>Fire drills carried out (eg at and of Mass) and recorded</p>				

Church Halls and other buildings

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
Fuels (combustible and flammable material)						
Combustible materials – fabrics, wood, paper etc Flammable materials – solvents, paint, petrol etc Waste – dustbins etc List items of particular concern	All users	Regular reviews of quantities of materials stored and ensure they are not stored near sources of ignition Ensure flammable materials are stored in secondary containment Waste bins are emptied regularly				
Sources of Ignition						
Cookers and catering equipment	All users	Consider competence of users Gas or electrical equipment regularly checked Fire blanket available				
Smoking	All by fire and smoking associated diseases	Smoking not permitted in all church buildings No smoking notices displayed				
Arson attack	All users	Alternative escape routes available				

Hot working, eg on roofs including any work involving open flames, soldering or welding, likely to cause sparks such as grinding	All users	<p>Permission given specifically</p> <p>Availability of firefighting methods discussed and method statement reviewed and specialist health and safety consultant consulted if required</p> <p>Insurance reviewed to ensure up to date and that hot work covered under it</p>				
Other sources of ignition						
List items of concern						
Fire Detection, Emergency Evacuation etc						
Construction of building	All users	Consider how this affects fire safety (compartmentalisation)				
Fire doors – (self-closing)		Where important should be marked eg “Fire Doors – keep closed”				
Emergency lighting (if fitted)	All users	Regularly tested				
Fire alarm system (if fitted) Automatic fire detection	All users	<p>Regularly tested</p> <p>Limited use because of use of candles and incense in services but if available are they regularly tested.</p>				
Firefighting equipment	All users	Adequate, in correct place and serviced annually, including water (general use but not electrical), dry powder (petrol and paraffin fires), carbon dioxide (electricity) and fire blankets (kitchen) as appropriate				

Emergency evacuation routes	All users	<p>Emergency exits clearly marked</p> <p>All fire exit doors unlocked during main services</p> <p>Exits unobstructed internally and externally eg by cars</p> <p>Exit routes and aisles wide enough for emergency use (750mm min)</p> <p>Distance to nearest fire exit within recommendations</p> <p>Written fire procedures displayed</p> <p>Fire drills carried out and recorded</p>				