

# **St Thomas of Canterbury Woodford**

## **Health and Safety Policy and Guidelines**

**“Keeping People Safe”**

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## **Introduction**

We recognise our legal obligations to ensure the health, safety, and welfare of its friars, paid and other workers and all those affected by the practice of the Catholic Faith within our church and our other pastoral and social activities, so far as is reasonably practicable.

This Health and Safety Policy outlines the principles and arrangements by which we base both our commitment to Health and Safety and our compliance with legislation. It is based on the Diocese of Brentwood Policy.

The Parish is committed to seeking to ensure the development of a positive safety culture by integrating awareness of health and safety requirements into everyday work and faith activities, and management systems. To this end, individual members of the clergy, paid and other workers and visitors are encouraged and supported to take care of their own health and safety and have due regard for the health and safety of others.

## **Dissemination and Implementation**

For health and safety management to be effective within the Parish, this policy needs to reflect our aims and objectives, be accessible to all stakeholders and be integrated into everyday working practice.

To achieve this, the Health and Safety Policy will be:

- Signed off by The Parish Pastoral Council
- Subject to periodic review by the Health and Safety Committee;
- Made available by the best practical means to friars, paid and other workers with specific responsibilities detailed in the document; and
- Available to all stakeholders on request (in an appropriate format).

## **Scope and Purpose**

This Health and Safety Policy is designed to meet the requirements of Section 2 (3) of the Health and Safety at Work etc. Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999.

## General Statement of Policy

It is the policy of the Roman Catholic Diocese of Brentwood to secure so far as reasonably practical the health, safety and welfare of all who work for the Diocese either in a paid or voluntary capacity and to protect members of the congregation, visitors and others who may be affected by our activities.

In line with the Diocese statement above we at St Thomas, seek to:

- Ensure so far as reasonably practicable a safe place and systems of work for paid and other workers to prevent personal injury, work-related ill health and damage to property.
- Protect our congregations, visitors and other members of the public who may use our offices, parishes and other associated buildings.
- Provide safe plant and equipment, encourage safe handling of hazardous materials and substances and provide adequate safety equipment.
- Ensure a systemic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing paid and other workers of the correct procedures to maintain a safe environment.
- Inform all friars, paid and other workers of their personal responsibilities to take due care of the health and safety of themselves, and to avoid endangering other persons by their acts or omissions.
- Ensure that all friars, paid and other workers are competent to undertake the tasks expected of them and can access appropriate instruction, training and supervision where necessary.
- Consult with friars, paid and other relevant persons, on matters affecting their health and safety.
- Continually monitor health and safety and, if necessary, revise policies and procedures to ensure health and safety standards are maintained. All who undertake work for St Thomas' are expected to act responsibly to prevent injury or work-related ill health to themselves and others, and to co-operate with all matters relating to health and safety and the environment.

The Parish Priest has overall responsibility and is supported by the Parish Pastoral Council (PPC), who will seek to ensure that adequate resources are made available to achieve the above.

Signed



BERNARD HUNTER, CHAIR

On behalf of the of PPC

Date

19<sup>th</sup> June 2024

## **Organisation and Responsibilities**

1. The **Parish Priest** is responsible for implementing this health & safety policy and overseeing health and safety matters. The PPC will establish a Health & Safety Committee to support the Parish Priest.

The **Health & Safety Committee** will be supported by our external Health & Safety management advisers (PiB). This company are our Competent Person for the purpose of health & safety matters. They will provide competent advice and support on the management and implementation of health and safety, fire safety and other related matters.

### **The Committee will seek to ensure that:**

- The standards set out in this policy are implemented and maintained.
- Where necessary, specialist health and safety assistance is obtained.
- Any hazards reported to them are dealt with immediately or where this is not possible, interim steps will be taken to prevent danger.
- Only competent persons carry out repairs, modifications, inspections and tests.
- Any accidents are investigated, recorded and if necessary reported in accordance with this policy and appropriate legislation.
- Relevant health and safety documents and records are retained.
- They keep up to date on health and safety matters relevant to the Church grounds.
- Set a personal example on matters of health and safety.

2. The **Parish Office Manager** has day-to-day responsibility for implementing our policy.

### **They will seek to ensure that:**

- All staff and volunteers are aware of their health and safety responsibilities.
- Any complaints regarding Health and Safety are investigated and addressed as soon as possible.
- Where hazards cannot be corrected immediately, interim steps are taken to prevent danger.
- All accidents are reported and recorded.
- Adequate information and training is provided for those identified as requiring such.
- Advice is sought where clarification is necessary on the implementation of this policy.
- An annual report on Health and Safety issues is prepared and submitted to the PPC Chair.
- A personal example is set on matters of health and safety.

### **3. Hirers and Users of the Becket Centre & Scout Meeting Hut**

The Becket Centre Committee will be responsible for issues regarding Health and Safety in the Becket Centre

- This includes all issues relating to the hiring and use of the rooms such as the activities permitted therein.
- They will also be responsible to the best of their ability for ensuring the safety of the kitchens and of those using them.
- Those using the centre for any purpose involving care of children or vulnerable persons will be required to conform with Parish and Diocesan DBS regulations
- Anyone hiring church premises whether for financial consideration or not, must co-operate with the terms and conditions imposed by the Becket Centre Committee.
- Hirers must report any accident or unsafe condition of which they become aware during the course of their hire as instructed within the terms and conditions of hire.
- Hirers are responsible for ensuring they are familiar with emergency procedures applicable to the premises they are hiring and have made suitable provisions to implement these.
- Hirers should also undertake their own risk assessments for general usage including fire.
- Hirers for children's groups must have their own child protection procedures.
- In all cases the hirer must ensure their activities are in sympathy with and respectful of the teachings of the Catholic Church and will give no offence to any other parties neither will they cause disturbance to other parties.
- Hirers will be advised to familiarise themselves with the emergency procedures and follow them if required.
- There will be an agreement with the Scout Group on the use of the Scout meeting hut, which will include Health & Safety responsibilities and will be authorised by the Parish Office Manager.

### **4. Tennis Club Committee**

**The Tennis Committee will**

- be responsible for the upkeep and maintenance of the tennis courts, hut and associated areas.
- provide a copy of their Health & Safety Policy Statement to the PPC.
- be responsible for issues regarding Health and Safety in the Tennis Courts and linked area
- provide appropriate risk assessments on the activities to be undertaken including any private hire
- provide reports to the Parish Office Manager of all accidents and incidents when they occur, including details of action taken to mitigate a reoccurrence.
- keep records of all accidents and incidents and provide an annual report to the PPC.

- take steps to ensure that those using the centre for any purpose involving care of children or vulnerable persons will be required to conform with Parish and Diocesan DBS regulations
- provide their own first aid kit and accident book
- display fire evacuation procedure notices

**5. All staff and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.**

**They must ensure that they: -**

- Read this policy and understand what is required of them.
- Complete their tasks taking any necessary precautions to protect themselves and others.
- Comply with any safety rules, operating instructions and other working procedures.
- Report any hazard, defect or damage, so that this may be rectified.
- Warn any new staff or volunteers of known hazards and controls in place.
- Attend any training required to enable them to carry out their duties safely.
- Do not undertake any repair or modification unless they are competent to do so.
- Report to the Parish Office any incidents, accidents or near misses.
- Do not misuse any health and safety equipment.

**Friars**

- This Policy also applies to members of the Clergy when they are in the Church, Becket Centre or Parish Office.
- It is the duty of each to exercise personal responsibility for their own safety and that of others, in order to prevent injury to themselves and others and to co-operate with the Parish in all matters relating to health, safety and the environment.
- This policy will be brought to their attention and in particular the issues regarding lone working with Parishioners or others.

## **Arrangements**

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

### **Health & Safety Committee**

The PPC is supported in reviewing the Health & Safety arrangements by a Committee, the membership of which is set out in its terms of reference. They will meet as required, make decisions on any concerns, and advise the PPC accordingly as necessary

### **Risk Assessment - Overview**

We recognise our legal duty to identify the hazards associated with our activities and to carry out a suitable and sufficient assessment of the risks posed by such hazards and to eliminate or reduce the risk of injury, ill health or loss.

We will agree a general risk profile covering our activities.

This will be based on:

- Statutory requirements, codes of practice and standards relevant to our activities.
- Accident and/or illness claims within the Diocese of Brentwood and the Catholic Church nationally.

This risk profile will be reviewed periodically to ensure it remains accurate.

- We will at the earliest convenience complete risk assessments to identify what is needed to comply with health and safety law.
- We will record our findings, implementing where indicated any necessary changes.
- This will be ongoing as we will regularly review and revise these especially where we suspect that they are no longer valid.

**Risk assessment** is a systematic process by which the potential risks that may be involved in an activity or undertaking are evaluated. When considering risk assessment be aware that:

- A hazard is anything, which has the potential to cause harm, such as electricity, working from a ladder, using a cleaning chemical etc.
- A risk is a combination of the likelihood that a hazard will result in harm, loss or damage and the potential severity of the consequences. For example, failing to take steps to warn people about a wet floor could result in a slip and fall. If the wet floor is on a busy main entrance, the likelihood of an accident is probable. If the entrance is used by elderly and frail people, the severity of the harm as a result of a fall is likely to be serious.

We follow an approach to risk assessment based on the Health and Safety Executive five steps:

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record the significant findings.



## 5. Review and update.

### **Risk Management**

Persons with specific responsibilities for health and safety e.g. Parish Priests/ Line Managers are responsible for ensuring that risk assessments are carried out, regularly reviewed and updated. We recognise that most of the personnel on whom we rely to manage risk in our premises (clergy, paid and other workers) are not trained health and safety professionals, nor do we believe it is necessarily essential for them to be so.

We are committed to providing resources to assist people unfamiliar with risk assessment to undertake thorough and meaningful assessments. We will seek professional input where required.

### **Information and Training**

- We will provide any necessary information and training for our staff and volunteers.
- We will keep a record of what is provided.
- We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

### **Monitoring**

- We will make periodic checks to ensure that our precautions remain effective and adequate.
- Critical and Near Miss Incidents - we will keep a record in the Parish Office of any critical or near miss incidents arising (e.g. Car Park incidents, Theft, Aggression etc.)
- Becket Centre - checks of Fire Safety, Premises Safety, Gas and Electrical Equipment testing will be recorded regularly with records being kept in the Parish Office.
- Fire Alarm and Emergency Lighting Checks will be undertaken by our contractor and recorded and any remedial action addressed.
- Accidents and First Aid - we will keep records in the Parish Office of all notified accidents and occasions where First Aid equipment is used.
- We will ensure that all equipment (e.g. involving, work and electrical equipment, lifting) and church utilities is inspected as necessary to ensure that they remain safe.
- The Church Fabric Team will conduct premises inspections as part of a structured plan and identify actions for approval.

## Contractors

Building and maintenance will be properly planned and carried out by persons who are competent and have the relevant skills and experience to undertake the work safely. This includes the safety of those directly involved in the work AND others likely to be exposed to the work such as friars, paid and other workers, members of the public and contractors.

For the purposes of this document, a contractor is defined as any person who is engaged to undertake work for the Parish. For example, builder/ tradesperson, professional consultant, caterers, event attraction supplier.

We recognise that when contractors are engaged to work on our premises, we have obligations to avoid their work adversely impacting on the health, safety and well-being of those persons who might reasonably be affected by the work being carried out including our clergy, paid and other workers and members of the public. The contracting organisation also holds similar responsibilities and it is therefore our policy to work together, using carefully selected, competent contractors to ensure that our premises remain safe and avoid risks to health.

These contractors must be able to evidence public liability insurance with a minimum limit of liability of £5M. If hot work is involved, the contractor's insurance cover MUST extend to this type of work. Most contract work falls within the definition of 'construction' and as a client, we recognise our responsibilities under the Construction (Design and Management) Regulations 2015 ('CDM15') The CDM Regulations seek to secure construction health and safety through:

- Managing the risks to health and safety by applying the general principles of prevention:
  - Avoiding risks where possible;
  - Evaluating those risks that cannot be avoided; and
  - Putting in place proportionate measures that control them at source.
- Appointing the right people and organisations at the right time.
- Making sure everyone involved has the information, instruction, training and supervision they need to carry out their jobs in a way that secures health and safety.
- Encouraging and facilitating duty holders to co-operate and communicate with each other and co-ordinate their work.
- Consulting workers and engaging with them to promote and develop effective measures to secure health, safety and welfare.

Regulation 4 & 5 of the CDM Regulations define our duties as The Client. Broadly, these duties require that we make suitable arrangements for managing projects and maintaining and reviewing them for their duration so that work is carried out in a way that manages the health and safety risks involved. For projects, which involve more than one contractor, we are required to appoint a principal designer and principal contractor and to make sure that they carry out their duties.

We also recognise that we have obligations to manage contract works under other legislation.

## **Specific Arrangements**

### **Major Incidents**

A major incident is an event or situation with a range of serious consequences, which requires special arrangements to be implemented by one or more emergency responder agency.

There are several types of major incidents:

- Natural – flood
- Hostile – terror threat
- Health related – the coronavirus pandemic
- Technological – cyber attacks

We are committed to supporting the actions needed for the good of the Friars, staff, volunteers and parishioners and society in general.

### **Infection Prevention and Control**

Micro-organisms such as bacteria, fungi and viruses occur virtually everywhere in the natural environment. Most of these are harmless to humans. However, some micro-organisms can cause harm either by infection, allergy or being toxic. Some people are at increased risk of infection from harmful micro-organisms because of the work they do e.g., working with the sick, cleaning and grounds work.

Occasionally, there is a threat to the public as was experienced in the 2002-2004 Severe Acute Respiratory Syndrome (SARS) outbreak and more recently with the COVID-19 pandemic. Most of the time we live with the risk of contracting common respiratory infections such as the common cold and flu and also diarrhoeal disease, taking simple precautions such as good hand hygiene, covering our mouth when we cough and staying at home when we have an infection. We also seek to identify where the threat from infection is likely to occur and take reasonable steps to minimise the risk for example:

- Assessing the risk from exposure to the bacteria legionella in hot and cold water systems.
- Educating cleaners and gardeners to wear protective gloves when handling rubbish and to be aware of the risk from contact with needles when tidying in the grounds.
- Encouraging handwashing after using the toilet and before handling food.
- Ensuring that hand washing facilities are provided with enough soap and hand drying materials.
- Encouraging at work to cover cuts and abrasions with a suitable dressing.

The control of infection relies on everyone playing their part and, in this Church; simple day-to-day infection control practices are encouraged. Anyone with a concern about infection prevention and control should contact the Health and Safety Committee.

## **Asbestos**

We recognise the potential harm caused by exposure to asbestos fibres and that people should be protected from inhaling them. The presence of asbestos containing materials (ACMs) does not in itself constitute a danger.

However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities, which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACMs, are most likely to present risks. Accordingly, persons in control of our premises should ensure the following for all premises constructed or substantially altered/ refurbished before the year 2000:

- Consult with Our Competent Person who will provide support on the identification of appropriate consultants to undertake relevant surveys, removal or encapsulation works.
  - If required arrange for a management survey to be carried out by a professionally competent person for the identification of asbestos containing materials (ACMs) and an Asbestos Management Plan prepared where asbestos is identified.
  - The findings of the survey are implemented in line with the surveyor's recommendations.
  - Thereafter, asbestos management plans will be reviewed annually with retained materials subject to a visual check. Initially this will be undertaken by a professionally competent person.
  - Asbestos records including records of ongoing management to be retained by the Parish Office.
  - Prior to any invasive works on property built or refurbished prior to the Year 2000, details of asbestos, including the findings of any surveys, subsequent monitoring or removal records, should be communicated to the person undertaking or co-ordinating the work. Where the work warrants further investigation e.g. a Refurbishment and Demolition Survey, this must be carried out by a competent person
- BEFORE WORK STARTS, the findings communicated to all relevant parties and all necessary measures taken to protect workers and others at risk from exposure. • Only persons trained to identify and work with ACMs should be permitted to work with asbestos on our premises.

### **Buildings on St Thomas' Site**

- We will ensure that the fabric of our building is regularly inspected to make sure it is safe.
- Defects will be repaired as soon as is practicable. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made.
- Glazing will also be inspected to ensure that any glass in windows or doors is safe.
- Regular inspections will also be made of the grounds (looking for trips and hazards) and this will include possible hazards caused by trees
- A quinquennial survey will be undertaken at least every 5 years. (The latest survey was undertaken in 2023.)

### **Church grounds and Car Parks**

- We will seek to ensure that boundary walls are kept in good repair.
- We will have trees inspected by a competent person and have any necessary work carried out to make them safe.
- These areas will be checked regularly to ensure they are properly maintained and records stored in the Parish Office.
- Any concerns will be reported to the Parish Office in the first instance.
- We will work with the OFM to agree actions where concerns are highlighted and action is need
- The PPC will develop a car park management Policy.

### **Environment**

- We will seek to ensure as far as possible that we provide a safe environment and suitable facilities for those working or using our premises, e.g. toilet and other facilities.
- We will seek to ensure where reasonably practicable that for all using the premises there is :-
  - i) Appropriate heating and ventilation
  - ii) Lighting is safe and appropriate especially in high risk areas
  - iii) Emergency lighting is available for escape routes should power fail.
- We have in existence a no smoking policy throughout our premises - signs indicating this will be displayed at the entrances in accordance with statutory requirements
- Smokers are requested to ensure disposal of their smoking material does not constitute a fire risk nor give rise to litter
- Where this might be a hazard receptacles will be provided for smoking materials

### **Building, Construction and Repair Work**

- Where maintenance, refurbishment and restoration work is planned, we will identify what is needed to ensure the safety of all those concerned before work starts.
- Where work is undertaken, using paid or volunteer workers careful consideration of the hazards and risks will be done to ensure there is a sufficient level of competence to carry out the work safely.
- Where this is in doubt, Third Party contractors must be sought.

### **Children Young People and Vulnerable Adults**

- We are committed to safeguarding children, young adults and vulnerable adults in accordance with the procedures issued by the Catholic Safeguarding Advisory Service and Diocesan policy and procedures.
- We have a Diocesan Safeguarding Commission and Safeguarding Officer who with the Parish Safeguarding representative manages and promotes the safeguarding of the above within the Parish. Details of which can be found at the back of the Church.

## **Disabled Persons**

- For the purposes of this document this refers to a person who has a physical or mental impairment that has substantial and long term negative effect on their ability to carry out normal daily activities
- We are committed to the inclusion of disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.

## **Display Screen Equipment**

- We recognise that incorrect use of this equipment may result in muscular-skeletal and other health issues.
- Where our staff and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary.
- We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

## **Electricity**

- We will seek to ensure that any electrical system or fixed machine is regularly maintained so as to prevent danger.
- Portable Appliances will be maintained by annual PAT testing.
- Defective equipment will not be used until it is repaired or replaced.
- It is recognised that the above will require the co-operation and vigilance of people using such equipment to report defects and remove faulty equipment from service.
- We will keep records of the checks made where appropriate.

## **Events**

- Where we intend to hold within the buildings large concerts, services or other events, the organisers will identify any additional precautions that are necessary and implement these.
- For parish events, the lead organiser should provide a risk assessment.
- Where events are organised outside the buildings the organisers must perform a risk assessment before the event takes place and ensure they comply with all Health and Safety regulations.
- We will work with the organisers to identify any additional risks and these will be regularly reviewed where indicated. This will include sacramental programmes
- Inflatable Play Equipment e.g., bouncy castle this type of equipment has been the cause of catastrophic injury particularly where it has not been adequately anchored down or used outdoors in exposed and windy conditions. Unless there is robust supervision of and control over users, injuries can also arise, where users fall off equipment or come into contact with one another. Accordingly, as set out in the Diocese Policy we will advise organisers of private parties and church event that we will not permit including inflatable play equipment at events.

## **Fire**

- We will seek to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to do this an assessment of fire risks in our premises will be regularly carried out.

### **It is our policy to:-**

- Manage Fire hazards to avoid the risk of fires starting.
- In the event of fire, ensure there is a means of detection within a reasonable time and provision for people in the building to be warned of the danger so they may evacuate safely.
- Ensure that those in the building know what to do in the event of fire.
- Ensure Fire Fighting equipment is provided, appropriate, and accessible and well maintained which we will do through a regular contract arrangement.
- Ensure the Church fabric team carries out regular inspections of premises and equipment are made and any hazards addressed and reports outcomes to the health & Safety Committee.
- Complete a specific fire risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire every three years commencing January 2024.
- Ensure all designated Fire Exits are not obstructed and are capable of being opened immediately without the need for a key prior to services or events in the Church site.
- Recognising the many different users of the premises, we will seek to inform all groups of the emergency procedures for safe evacuation of all from the premises. With regard to the Church, we will identify persons to assist in the event of an emergency evacuation providing sufficient information, instruction and if needed training to enable them to carry out their role effectively. This may involve practice evacuation procedures for main church services.
- Record our findings, implementing any necessary precautions.
- Review and revise these where we suspect that they are no longer valid.
- A separate Policy sets out our arrangements

## **First Aid**

- We will provide first aid facilities including - as a minimum - a suitably stocked first aid box and a person who will take charge of the first aid arrangements.
- We rely on the good will of volunteers to provide (as appropriate) First Aid treatment at our services and other activities.
- We will also provide relevant information for staff and volunteers.
- We will review our First Aid arrangements regularly and update these where appropriate.

**Our first aid box is located in the Parish Office Corridor**

## **Accident Reporting**

- The Parish Office will keep an accident book and record all details therein.
- We will encourage the reporting and recording of all injuries and accidents however minor to the Parish Office.

- We will report (via the Diocese) to the Health and Safety Executive and keep records of certain ill health and accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Ill health in staff volunteers or clergy believed to be related to work undertaken for the Church will be managed in a similar way to other untoward incidents with Occupational Health advice being obtained where necessary.
- All accident records and associated information will be filed confidentially and retained for at least 3 years.
- All Health and Safety queries or concerns should be addressed to the Parish Office Manager [parishoffice@stthomaswoodford.org](mailto:parishoffice@stthomaswoodford.org)

**Our Accident Books are kept by the Parish Office & Friary Kitchen**

### **New and Existing Staff**

- New staff are likely to be unfamiliar with their work place and may be at increased risk.
- We will ensure new staff (paid or voluntary) are competent for the tasks in hand and where gaps exist, provide additional training and or supervision.
- All staff should be provided with critical information (Safety Induction Training) on their first day at work and existing staff should have this regularly updated

### **Personal Safety**

- By its very nature, we recognise that all at St Thomas' may be at risk of violence, harassment or threats from members of the public especially as those with psychological issues, addiction issues and others seeking help or refuge.
- We are aware people with such problems are frequently attracted to Churches and the like and constitute an increased risk and hazard.
- Persons are encouraged to be aware of these issues to themselves and to others.
- All persons should a) avoid unnecessary risks e.g. working in or leaving the premises alone at night b) know what to do if something goes wrong c) ensure others are aware of their whereabouts and plans.
- Should any untoward events occur we will investigate the causes and, where possible, establish procedures to avoid recurrences
- Support will be offered to anyone suffering from verbal or physical abuse and the Police will be involved in any cases of assault.
- Those who volunteer to visit the sick in their homes or Care homes will be advised about personal safety and managing their own risk.

### **Heating Systems**

- We will ensure that the gas heating system is suitably maintained and checked annually by a competent person.
- Any defects found will be corrected immediately.
- We will keep records of the checks made and a copy of the Gas Safety Certificate will be available. Such records will be kept in the parish office.



- We will seek to have emergency procedures in place for any issues arising (e.g. suspected gas leaks).

### **Legionella**

We recognise the risk presented by the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) (ACOP) – Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems' and is committed to taking reasonable and practical steps to manage these risks.

In general, the risk of infection from exposure to legionella bacteria in our premises is not considered significant and should be capable of being adequately controlled by:

- Engaging competent persons to undertake work on hot and cold-water systems
- Seeking to ensure safe water temperatures are maintained whilst at the same time avoiding conditions which increase the risk of burns from very hot water; AND
- Seeking to ensure that hot and cold-water systems are turned over regularly.

In premises where the risk may be increased e.g. residential property, an appropriate assessment of the risk will be carried out and action identified to remove/ reduce any unacceptable risk in accordance recognised best practice.

### **Hazardous Substances**

We recognise that hazardous and dangerous substances may be stored and used on our premises including cleaning substances, glues, paints, sealants and resins. The activities undertaken on our premises may also generate hazardous or dangerous substances such as during building and maintenance work though not normally by activities undertaken by our clergy, paid or other workers. We encourage the avoidance of hazardous and dangerous substances as far as is reasonably practicable, encouraging the substitution of hazardous substances with those which are non- hazardous or less hazardous. Where this is not possible, the risk to users, the environment and other people likely to be at risk should be minimised by the undertaking of a thorough assessment of the hazards and risks and the implementation of suitable and sufficient control measures to reduce these.

- All domestic cleaning products will be safely stored and disposed of in accordance with the manufacturer's instructions
- Similarly, any other hazardous or horticultural products on the site will be subject to the same precautions.

### **Personal Protective Equipment (PPE)**

- In our environment, this is likely to be mainly restricted to cleaning and maintenance tasks using simple items such as gloves, glasses, and Hi-Viz clothing.
- We will provide suitable PPE where applicable.

### **Lifting Equipment and Manual Handling**

- We will strive to ensure that any ladders, trolleys or other equipment used for carrying and lifting are properly maintained and thoroughly examined periodically by a competent person.
- We will encourage people to be aware of the dangers of manual handling.
- Risk assessments must be carried out for manual handling activities.

- We will seek to avoid the need for lifting or carrying heavy objects as far as is possible.
- Where this is not practical, we will seek to make use of lifting aids (such as, trolleys) or other precautions including team lifting.

### **Food Safety**

- Where appropriate for Parish events we will seek to follow good hygiene practice governing the preparation, storage and service of foodstuffs.
- We will seek to ensure all food handlers working in the Friary have access to appropriate information, instruction and where necessary supervision.
- We do not guarantee that any food provided on the premises (Friary or Becket) is suitable for people with food allergies or intolerances.
- Kitchen furniture and equipment should be fit for purpose, kept clean and well maintained.
- Persons using kitchen facilities and equipment must ensure that they are authorised to do so by the a responsible person or group (e.g. Friars, Becket Centre Committee or through a hire agreement)

### **Slips, Trips and Falls**

- We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access and egress
- We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate.
- All should be aware of keeping walkways free from obstruction and cables.
- Signs should be used to indicate hazards e.g. wet floor, or spill signs.
- Lighting should be routinely checked and any faults reported
- We will correct any defects identified, keeping records of the checks we make.
- We will have arrangements in place to manage pathways in winter weather.
- We will ensure adequate signs are used where there is any danger of slips or falls.

### **Choir Loft**

- The organists and choir will be invited to complete a risk assessment for those likely to use the stairs and choir loft.
- Any issues identified will where possible be addressed.

### **Working at Height**

- Where possible we will try to avoid the need for work at height.
- Where this is not practicable, we will ensure that any work is properly planned to identify suitable precautions.
- We will make sure that these are implemented, including the provision of any training and checks to ensure the safety of any equipment used.
- We will seek to avoid the need for lone working as far as is reasonably practical.
- Contractors are responsible for their own working arrangements.

### **Work Equipment**

- Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained.
- Where necessary, some equipment (such as ladders) will be regularly checked to ensure they are safe.
- We will keep records of any checks we make.

### **Working Alone**

- We will seek to avoid the need for lone working as far as is reasonably practical
- We will identify all circumstances where staff, volunteers or contractors do work alone and implement suitable precautions to ensure their safety.

### **Church Emergencies**

- We will have a plan for emergencies arising in the Church
- We will have available evacuation procedures for the congregation in the event of any emergency
- We will update this regularly and perform regular practices

### **Friary Flat**

Currently there is a family living in the flat; there is no landlord or tenancy agreement in place. We will inform the family of evacuation and other relevant procedures.