



CLIFTON DIOCESE

HEALTH AND SAFETY MANUAL

2022 revision

Section 1 Bishop's Foreword and Statement of Intent

Section 2 Responsibilities

Section 3 Arrangements

Section 4 Risk Assessment Guide

Section 5 Risk Assessment Template & Example



Health and Safety Policy

SECTION 1

STATEMENT OF INTENT

Health and Safety Policy

Statement of intent

In St John's Gospel, Jesus commands us to "love one another as I have loved you". In practical terms this includes making sure that all of us - clergy, religious and laity take reasonable steps to keep ourselves and those around us safe from harm. The Diocesan Trustees, employees and clergy have specific responsibilities to ensure that church congregations, visitors and contractors have a safe environment when they are on Diocesan premises or involved in Diocesan events. Everyone must take reasonable steps to follow the health and safety manual which provides guidelines to provide assurance for everyone. Our Church relies heavily on volunteers and I take this opportunity to reiterate my sincere thanks to those volunteers who also have an important role in helping to fulfil health and safety requirements. Health and safety legislation applies to the Church, its buildings and its activities as it does to any other organisation.



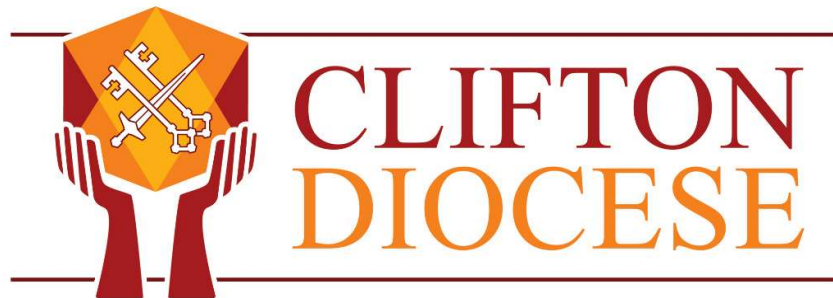
The health and safety manual is a living document which is a stewardship responsibility that we must all take seriously. Keeping each other safe is an essential part of the Church's worship, mission and ministry.

This policy has been prepared to explain how Clifton Diocese intends to meet its statutory obligations. The general statement below is supported by an explanation of specific health and safety responsibilities and the arrangements for ensuring that this policy is understood and applied effectively throughout the Diocese.

The Diocese will take all reasonable practicable steps to:

- Provide and maintain safe buildings, plant and equipment
- Ensure the health and safety of its employees and others (including voluntary workers), by providing adequate information, instruction, training and supervision to enable employees and others to work safely and contribute to a positive health and safety culture
- Provide and maintain a safe working environment by the use of safe systems of work
- Ensure safe use, handling storage and transportation of any articles, substances and materials
- Establish and maintain an effective health and safety committee and consult with employees on health and safety matters
- Provide suitable and sufficient welfare facilities
- Bring this policy to the attention of all employees and others who need to be aware of it and,
- Review at least annually, and as necessary revise this policy to ensure it remains current in terms of the organisation and legislative requirements

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Health and Safety Policy

SECTION 2

RESPONSIBILITIES

Bishop and Trustees (Diocesan 'Duty Holders')

- Accept overall responsibility for effective health and safety management.
- Obtain relevant training sufficient to enable them to understand their health and safety responsibilities i.e. as a minimum In-house awareness training for Bishop and Trustees and IOSH Managing Safely for Health and Safety Champion (see below).
- Appoint a Health and Safety Champion from within Trustees or senior management - see guidance on leadership and role of Health and Safety Champion.
<http://www.hse.gov.uk/pubns/indq417.pdf>
- Ensure an effective Health and Safety Committee is implemented and maintained ensuring meetings are held at least twice annually or increased as appropriate.
<http://www.hse.gov.uk/pubns/indg417.pdf>
- Trustee to chair Health and Safety Committee meetings and determine level and extent of feedback from H&S Committee and others. Committee to determine organisational priorities in terms of health and safety.
- Set the strategic direction for the Diocese in terms of health and safety management e.g. one year, five year, ten year plan (as appropriate).
- Satisfy themselves that an appropriate Health and Safety Policy and arrangements are prepared and implemented throughout the Diocese.
- Undertake periodic review through liaison with the COO of ongoing effectiveness of Health and Safety Policy and arrangements.
- Demonstrate collective commitment to effective health and safety in all relevant decisions by Trustees (e.g. Trustees prioritising budget for health and safety over budget for cosmetic improvements).
- By their personal actions demonstrate commitment to the development of a positive health and safety culture throughout the Diocese at all levels.
- Establish appropriate reporting procedures and clear lines of accountability for delegated decision making or actions.
- Recognise that they retain ultimate responsibility for health and safety including where decisions are delegated to others.
- Recognise the potential overlap between health and safety and safeguarding matters and seek to ensure that both are considered appropriately and that management arrangements are developed which dovetail requirements as far as possible.

- Ensure new Clergy coming into the Diocese (those newly ordained as well as Priests from Religious Orders who come into the Diocese, and also Deacons) receive a form of Health and Safety induction on appointment.

Moderator of the Curia and the Chief Operating Officer.

The Moderator of the Curia will ensure the Chief Operating Officer makes arrangements:

- For the effective implementation of strategic direction set by the Trustees.
- For an effective Health and Safety Policy and oversight of its implementation and revision as necessary.
- To obtain relevant training in health and safety sufficient to understand the responsibilities of their role.
- To develop appropriate reporting mechanisms to ensure Trustees are aware of emerging/unresolved areas of risk and can meet their health and safety responsibilities.
- To ensure competent person(s)/organisation(s) are appointed (internally and externally) to advise on health and safety, are adequately qualified and resourced to carry out their functions to an appropriate standard.
- To ensure training needs at all levels are identified and where necessary, training (including refresher training) is provided to an appropriate standard and that training records are kept.
- For measuring health and safety performance throughout the Diocese and take action to improve performance/refer to Trustees as necessary.
- To ensure Health and Safety Policy is available and understood by all those to whom it applies.
- To ensure that individual responsibilities for health and safety are properly assigned and accepted at all levels and that specific health and safety responsibility is incorporated in job/role descriptions and forms part of individual performance reviews.
- For suitable and sufficient risk assessments to be undertaken, recorded and kept up to date.

- To implement control measures identified in risk and to ensure the adequacy of control measures is kept under review.
- For the selection, appointment and monitoring of contractors.
- To develop a system for recording, reporting and investigating accidents, ill-health and near-miss incidents and for analysis of investigation outcomes.

The Moderator of the Curia will also ensure that the Chief Operating Officer:

- Assists the Trustees to review the ongoing effectiveness of the Health and Safety Committee in terms of Structure, Terms of Reference and Outcomes

Departmental Heads at Curial Offices

- Ensure they understand the health and safety responsibilities of their role.
- Ensure that they are competent (obtain relevant health and safety training as necessary) and sufficiently resourced to discharge their duties as set out within the Health and Safety policy.
- Take all reasonable steps to ensure that all risks to health and safety within their area of responsibility, are identified via a risk assessment process and that appropriate control measures are developed, documented and implemented using competent advice as necessary.
- Take all reasonable steps to ensure that employees and others within their department/control, are aware of and understand the Health and Safety Policy and arrangements and are provided with any necessary information, instruction and training to undertake their duties without risk to themselves or others.
- Take all reasonable steps to ensure employees and contractors are provided with sufficient levels of competent supervision. *(NB Following discussion on 13/05 the view was that Heads of Department do not envisage circumstances in which they would be responsible for or direct the work of voluntary workers).*
- Take all reasonable steps to ensure accident/ill-health and near-miss incidents are recorded, reported and investigated in line with procedures and that risk assessments are revised if appropriate.
- Take all reasonable steps to ensure that only contractors that are able to demonstrate their awareness of and compliance with current Health and Safety Legislation are appointed.

- Take all reasonable steps to ensure contractors are made aware of the Diocese Health and Safety Policy and are provided with relevant information to secure their health and safety and that of others before starting work e.g. presence of asbestos.
- Take all reasonable steps to ensure arrangements are made for the provision of welfare e.g. sanitary conveniences, washing facilities, first aid facilities and any protective clothing and equipment identified and provided.
- Liaise with the Diocesan Surveyor, Health and Safety Co-ordinator or other professionals to ensure above requirements are met.

Head of Property – (these responsibilities are additional to those of Head of Departments above)

- Support and guide the Health and Safety Co-ordinator and direct specific tasks to be undertaken as necessary to fulfil legislative and/or policy requirements.
- Attend Health and Safety Committee meetings routinely and provide professional opinion/information/advice as required.
- Establish a system that identifies and records the location of buildings, structures, plant and equipment for which the Diocese has responsibility and ensure the system specifies the nature and frequency of both statutory and non-statutory examination or surveys of such buildings, structures, plant and equipment including gas appliances.
- Take all reasonable steps to ensure that competent persons are appointed to undertake these examinations and surveys and that any remedial action identified is carried out and re-test/re-examination completed and recorded if necessary.
- Review, amend if necessary, and present to the Health and Safety Committee the data analysed by the Health and Safety Co-ordinator relating to investigations, inspections and training etc. and recommend action for improvement where appropriate.
- Take all reasonable steps to establish and maintain an effective system of communication within the Department and between the Department and others, especially Parish Priests/Parish Representatives on health and safety pertaining to property and facilities management.

- Establish a system to ensure statutory examinations, non-statutory tests/examinations of plant and equipment and building/structure surveys etc. are undertaken by competent persons at individual premises/Parishes at appropriate intervals.
- Make arrangements to ensure that defects identified in the course of the above are remedied appropriately and re-examined/tested if necessary.
- Ensure records are retained in accordance with relevant statutory requirements.

Chief Operating Officer (in addition to any other roles that the Chief Operating Officer has)

- Ensure health and safety information/concerns raised by Heads of Department and others are referred to the Bishop and Trustees as appropriate.
- Participate in Health and Safety Committee meetings and assist the Trustees and Moderator to review effectiveness of Health and Safety Committee, both structure and terms of reference annually.

Health and Safety Co-ordinator

- Has sufficient competencies to undertake the role.
- Assess health and safety compliance throughout the Diocese and identify and support implementation of improvements in line with current job description.
- Identify health and safety issues affecting the Diocese and/or individual Parishes by undertaking periodic health and safety inspections and recording findings, recommendations for action and implementation of action.
- Prepare reports for Diocesan Trustees and/or other managerial staff as appropriate following inspections, investigations, training or other relevant circumstances such as changes in legislation.
- Communicate effectively with Trustees and workers at all levels (including Parish Priests, Volunteers and Contractors) to ensure compliance with the Health and Safety Policy and support a positive health and safety culture.

- Develop and provide training for managers, clergy and workers as appropriate and establish a system for maintaining training records in conjunction with Chief Operating Officer.
- Develop and maintain a system for recording formal training attended by employees and other persons, including Priests and Volunteers and the details of persons appointed specific health and safety responsibilities e.g. First Aiders.
- Act as a focal point for advice on health and safety matters within the Diocese.
- Set up a system to ensure risk assessments are undertaken throughout the Diocese as appropriate.
- Set up a system to ensure that risk assessments undertaken are suitable and sufficient.
- Develop a system to identify and share best practice and consistency in terms of risk assessment throughout the Diocese.
- Set up a system to monitor the effective implementation of risk assessments and in particular ensure that stated timescales are met.
- Establish a system to ensure that risk assessments are reviewed and updated as necessary e.g. following investigation of an accident or change in working practices.
- Work and communicate effectively with other staff who have specific health and safety responsibilities e.g. Heads of Department to ensure co-ordination of health and safety management system.
- Raise health and safety concerns promptly with Line Manager(s) and COO as necessary.
- Advise and assist Priests and Parish representatives so as to ensure health and safety compliance in respect of Parish off site activities and one-off events.
- Advise and assist Priests and Parishes so as to ensure compliance with any requirements by the Diocesan Insurers/Regulators.
- Assist in Planning and arranging schedule for Health and Safety Committee meetings and provide secretarial support for attendees and communicate Committee actions/recommendations as requested by Health and Safety Committee Chair.

- Establish liaison arrangements with Safeguarding Team to ensure effective integration of health and safety with Safeguarding and attend Safeguarding Commission meetings as appropriate and as invited e.g. when safeguarding issues likely to have a significant health and safety element, are under discussion.
- Keep up to date with Health and Safety Legislation and consider the implications for the Diocese of relevant changes and make proposals for achieving compliance.
- Produce, review and update, as necessary, other forms of Diocesan health and safety guidance.
- Set up a system to record data relating to accidents, ill-health and near-miss occurrences, ensure reporting to Regulatory Authorities in line with current requirements and analyse trends for consideration by Health and Safety Committee and confirm recommendations for any action as identified during investigation.
- Undertake/provide guidance on investigation of above matters as appropriate.
- Assist in the selection of contractors ([Layout 1 - 15798-contractorAppraisal.pdf or similar](#)) and monitoring of work undertaken by contractors in terms of health and safety compliance/timeliness etc. as appropriate.
- Develop a system for ensuring new staff/ volunteers and contractors where necessary are inducted in health and safety and participate in induction delivery as appropriate.

Parish Priests and Line Managers

- Parish Priests are representatives of the Diocese at Parish level and Line Managers may be either Parish Priests or Diocesan employees appointed to supervise a location/activity and as such are allocated responsibility for the implementation of the Health and Safety Policy within their Parish/other location on a day to day basis.
- Must familiarise themselves with, and ensure they understand, the contents of the Diocesan Health and Safety Policy and related documents. Maintain their Parish Health and Safety files/ records as appropriate and ensure effective handover on relocation.
- Must participate in health and safety training/information events designed to assist them in meeting their health and safety responsibilities.

- If circumstances arise in which a Parish Priest is unable or does not deem themselves competent to carry out any aspect of their health and safety responsibilities they should seek professional advice or support and contact the Health and Safety Co-ordinator or other manager in the first instance.
- Assist the Diocese in meeting its health and safety obligations and encourage a positive health and safety culture by demonstrating a personal commitment to effective health and safety management within their Parish.
- May delegate tasks to others e.g. employed/ voluntary administrator or Parish Representative provided that they take reasonable steps to ensure that those carrying out such tasks are competent to do so.
- Arrange for employees, voluntary workers and contractors to read relevant sections of or have access to this Health and Safety Policy and relevant related documents e.g. Risk Assessments, Asbestos Register etc.
- Take reasonable steps to ensure that employees and others understand the Health and Safety Policy and how it applies to them and that they know when and how to seek further advice or clarification.
- Take all reasonable steps to ensure that employees and other persons undertaking work within the Parish are provided with suitable and sufficient supervision, training, information and instruction for the tasks they are required to perform.
- Take all reasonable steps to ensure that employees and other persons are made aware of hazards within the Parish to which they may be exposed in the course of their activities.
- Take all reasonable steps to ensure that risk assessments are carried out in respect of hazards with the potential to result in significant risk to any person and take reasonable steps to ensure that risk assessments are implemented and remain valid.
- Take all reasonable steps to ensure the arrangements set out within this Policy relating to the management of events both on site and external and the hiring of Parish premises are implemented NB Safeguarding requirements may also need to be taken into account (*Diocese to provide link to Safeguarding Resource Pack*).

- Provide appropriate opportunities for those working within a Parish to discuss health and safety matters or raise health and safety concerns promptly, and if necessary, refer matters to the Health and Safety Co-Ordinator and/or Health and Safety Committee.
- Take all reasonable steps to ensure the effective management of external contractors working within the Parish by implementing the relevant arrangements specified in this policy (irrespective of whether a contractor is appointed locally or by the Diocese) and seek advice or support from PSD as necessary.
- Take all reasonable steps to ensure accidents, ill health or near miss occurrences are reported as specified within this policy and within the appropriate timescales.
- Carry out or assist in the investigation of any incidents above as appropriate and record and submit conclusions and recommendations for action to prevent occurrence.
- Identify any equipment or installation subject to statutory examination or maintenance requirements and ensure such examination or maintenance is undertaken within the appropriate time period.
- Implement the arrangements within this policy regarding statutory and other records, registers and documents concerning the provision, installation, inspection, testing and maintenance of plant and equipment.
- Take all reasonable steps to ensure that employees, voluntary workers and contractors have access to suitable and sufficient welfare e.g. sanitary conveniences and washing facilities and first aid facilities.
- Take all reasonable steps to implement arrangements set out within this Policy relating to emergency procedures e.g. fire.

Parish Finance Committee Members and Parish Representatives

- Specific health and safety tasks may be delegated by the Parish Priest and in such circumstances, will be required to demonstrate their competence to carry out such tasks or need to undertake sufficient training or receive sufficient information and instruction to enable them to carry out such tasks safely.

Safeguarding Commission Members

- Identify any safeguarding issues brought to their attention which may also involve a significant health and safety element and ensure recommendations for action are consistent with both health and safety and safeguarding requirements and obtain health and safety advice as necessary.
- Liaise with Health and Safety Co-ordinator to ensure Safeguarding and Health and Safety Policies are consistent and complement one another.
- Include health and safety as an agenda item on Commission meetings and invite attendance at such meetings by Health and Safety Co-ordinator as appropriate.

Employees and Voluntary workers

- Co-operate with the Diocese in meeting its statutory health and safety duties by taking reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Must familiarise themselves with the relevant sections of the Health and Safety Policy (as a minimum this will include the statement of intent, accident and incident reporting arrangements, the Parish Risk Assessment and any additional specific risk assessments for activities in which they may be involved) and be aware of the arrangements for implementing the policy.
- Ensure that they understand their health and safety responsibilities and if necessary seek advice or clarification from their Line Manager/Supervisor or Health and Safety Co-ordinator as appropriate.
- Attend health and safety induction, training sessions and carry out tasks in line with that training and any other health and safety instruction or information provided to them. The Diocese recognises the invaluable contribution to the running of Parishes by Voluntary workers and seeks to ensure that they are provided with the same level of health and safety protection as employees.
- Only use plant, equipment or substances if competent to do so i.e. they are familiar with the equipment etc. and/or, have had appropriate training or authorisation and follow the manufacturer/ suppliers instructions and any relevant Risk Assessment requirements.

- Report any defects in plant, equipment or premises or any other hazard to their line manager/supervisor without delay and will not interfere with anything provided for health and safety use.
- Be aware of and follow safe practices as described in specific risk assessments.
- Report accidents, ill-health and near-miss incidents and any new or developing hazards to their Line Manager/Supervisor.
- Familiarise themselves with the emergency procedures that apply in the premises or area in which they work.
- Draw the attention of visitors on business e.g contractors (whom they invite or are required to supervise/escort) to any relevant health and safety requirements and ensure such visitors are accompanied where necessary. All visitors (other than worshipers or tourists) must notify a representative of the Parish or Curial office of their presence on site.
- Are encouraged to recognise that good health and safety management is an integral part of any well-run organisation and that the Diocese is committed to creating and maintaining a positive health and safety culture.

Contractors

Contractors are persons or organisations (other than employees, voluntary workers or clergy) who carry out any work on behalf of the Diocese or are otherwise at work whilst on Diocesan premises e.g. recording of services/events for broadcast.

Contractors **must**:

- Have and make available to the relevant Diocesan (client) representative, a copy of their current Health and Safety Policy (if legally required) and Risk Assessments and/or Method Statements, as appropriate.
- Comply with the Clifton Diocese Health and Safety Policy as appropriate and comply with any relevant Health and Safety Legislation.
- Be competent to carry out the work for which they have been appointed and be able to provide sufficient evidence to demonstrate competency to do the work safely and without risks to health and safety.

- Assess the risks of the work they have been contracted to carry out and consider all relevant health and safety implications.
- Discuss with the appropriate client representative any risk from each other's work that could affect the health and safety of any person and make arrangements to inform all persons who need to be aware of the risks and control measures identified.
- Provide their own equipment and materials which must be suitable for the work being undertaken and in good working order, appropriately maintained, tested or examined (including any personal protective clothing or equipment).
- Provide sufficient training, information, instruction and supervision for their employees to work safely.
- Engage with the client to ensure effective and on-going liaison between the parties to achieve the necessary level of co-operation and co-ordination to ensure all health and safety requirements are met.



Health and Safety Policy

SECTION 3

ARRANGEMENTS

CONTENTS

1.00 INTRODUCTION	3
2.00 DEFINITIONS	4
3.00 ACCIDENTS, ILL-HEALTH & NEAR-MISS REPORTING & RECORDING	5
4.00 ASBESTOS.....	7
5.00 AUDIT, MONITORING & REVIEW	11
6.00 AUTOMATED ACCESS EQUIPMENT (INC. DOORS, GATES & VEHICLE BARRIERS)	13
7.00 BURIAL GROUNDS.....	14
9.00 CONSULTATION & COMMUNICATION WITH EMPLOYEES, PARISH PRIESTS & VOLUNTEERS	15
10.00 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH).....	16
11.00 DISCIPLINARY PROCEDURES	18
12.00 DISPLAY SCREEN EQUIPMENT (DSE)	19
13.00 DRUG AND ALCOHOL MISUSE	20
14.00 ELECTRICAL SAFETY.....	21
15.00 EMERGENCY PROCEDURES.....	24
16.00 EVENTS & ACTIVITIES (ON-SITE & OFF-SITE).....	25
17.00 FIRE SAFETY	28
18.00 FIRST AID.....	30
19.00 FOOD SAFETY & HYGIENE	31
20.00 GAS SAFETY.....	32
21.00 GROUNDS MAINTENANCE.....	33
22.00 INFORMATION, INSTRUCTION & TRAINING	34
23.00 LANDLORD RESPONSIBILITIES.....	35
24.00 LEGIONELLA	36
25.00 LIFTING EQUIPMENT & LIFTS	37
26.00 LIGHTNING CONDUCTORS.....	38
27.00 LONE WORKING & PERSONAL SAFETY.....	39
28.00 MANAGEMENT OF CONTRACTORS.....	40
29.00 MANAGEMENT OF RISK FROM FALLING TREES OR BRANCHES.....	42
30.00 MANUAL HANDLING.....	43
31.00 MENTAL HEALTH.....	44
32.00 OCCUPATIONAL HEALTH	45
33.00 OVERSEAS TRAVEL	46
34.00 PERSONAL PROTECTIVE EQUIPMENT (PPE).....	47
35.00 PREGNANT & NURSING MOTHERS	47
36.00 PRESSURE SYSTEMS (BOILERS ETC)	48
37.00 RISK ASSESSMENT.....	49
38.00 SAFEGUARDING	51
39.00 SLIPS & TRIPS	51
40.00 SMOKE-FREE PUBLIC SPACES, WORKPLACES & VEHICLES	52
41.00 SUSPENDED (HEAVY) ITEMS	53
42.00 VISITORS	54
43.00 WORKING AT HEIGHT	55
44.00 WORKPLACE EQUIPMENT.....	56
45.00 WORKPLACE SAFETY	57
46.00 WORKPLACE TRANSPORT	59

1:00 INTRODUCTION

This section of the Health and Safety policy provides an explanation of key legal requirements and Diocesan procedures which aim to ensure that the Clifton Diocese and Parishes achieves compliance with Health and Safety Legislation. In addition, there are links to external guidance which further explains the law and gives practical assistance.

Anyone who requires advice or guidance on any aspect of this policy or any health and safety matter should, in the first instance, contact:

Lisa Williams

Diocesan Health and Safety Co-ordinator

Property Services Department,

Alexander House,

160 Pennywell Road,

Bristol,

BS5 0TX.

Tel: 0117 9025592

Email: lisa.williams@cliftondiocese.com

2.00 DEFINITIONS

Where otherwise not obvious or stated, the following meanings shall be attributed:

Appropriate Person(s)	Appropriate for the task in hand, typically the Line Manager or Parish Priest.
Asbestos Register	Formal register of the location and condition of all asbestos found by the Asbestos Survey and any details of its analysis by a certified laboratory and records areas not accessed in which the presence of asbestos is presumed.
Asbestos Survey	Survey of a building for the presence of asbestos by a Competent Person.
Competent person	The HSE states that “A competent person is not someone who simply has the competence to carry out a particular task safely. In general terms, the definition of a competent person is: someone who has the necessary skills, experience and knowledge”. It is generally accepted that ‘competence’ should be demonstrated and this can be done by training and qualification in the task in hand.
DSE	Display Screen Equipment (e.g computer screen) also see VDU.
Employer	The Diocese of Clifton. The work of the Diocese is carried out by and through its employees, Parish Priests, Voluntary Workers and others. All workers must co-operate with their Employer and co-workers to help everyone meet their legal obligation.
Hot Works Permit	A formal permit providing permission to undertake hot works (i.e. those involving flame – such as a blow torch or other heat such as electrically operated hot air torches). The permits describe the works, where the works are located and safety procedures including checking for ignition typically one hour after the works have finished.
HSE	The Health and Safety Executive.
Line Manager	The person named within an employment contract as the Line Manger which could be the Parish Priest in a Parish or another person elsewhere. An individual, Parish Priest or other person, tasking volunteers might also be considered as their Line Manager.
Local Authority	The local administrative area in which the Parish is situated and ordinarily the Enforcing Authority for the Diocese.
Non-domestic premises	Any premises not used or intended to be used as living accommodation, however, this can include common (shared) areas in domestic premises (i.e. corridors or rooms) that are used by more than one tenant/occupier. Parish offices situated in Presbyteries will classify as non-domestic premises.
Parish	Roman Catholic Parish within the Diocese of Clifton
Parish Priest	The Priest incumbent in and responsible for the Parish under the authority of the Bishop.

Principal Designer	A role defined by the Construction Design Management Regulations 2015. This is not necessarily an architect but will be otherwise qualified – typically RMaPS (Registered Member of the Association for Project Safety).
PSD	The Diocesan Property Services Department
Responsible Person	A designated person with sufficient and relevant knowledge and expertise to take on responsibility for managing the risk in hand.
UKAS	United Kingdom Accreditation Service is the sole national accreditation body recognised by the British government to assess the competence of organisations that provide certification, testing, inspection and calibration services.
Volunteer	May include anyone who is not an employee of the Diocese under a contract of employment or who is a Parish Priest but, who, as a Volunteer, is directed or enabled to carry out any task on behalf of, or for, the Diocese. Generally, the requirements will be more onerous in respect of a Volunteer who, for instance, cleans the church or uses cleaning materials or uses equipment such as a step ladder or vacuum cleaner, than for someone who, for instance, hands out orders of service.
Worker	The term includes employees and Priests but can, in this context, also include un-paid Workers (i.e. Volunteers - see above).

3.00 ACCIDENTS, ILL-HEALTH & NEAR-MISS REPORTING & RECORDING

General

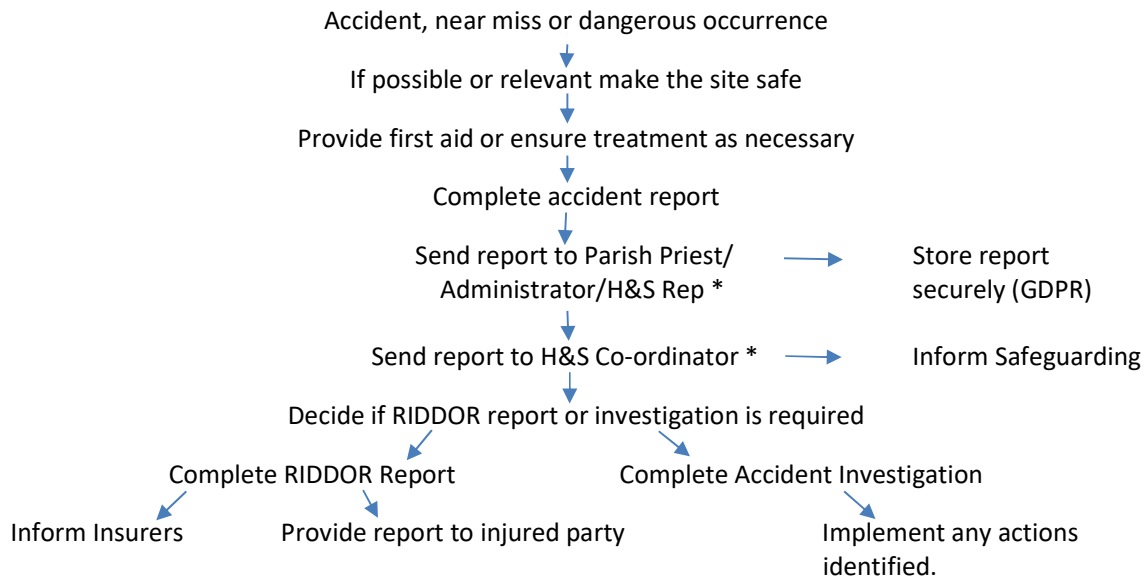
Employers must report certain accidents or incidents to their enforcing authority. In most circumstances this will be the Local Authority Environmental Health Department responsible for the Parish. ‘Reportable incidents’ are defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and include all work-related accidents causing death, specified injury, or work-related illness to employees, certain dangerous occurrence and where an employee is off work for more than 7 days as direct consequence of a work injury and ill health. Additionally, in specified circumstances, accidents to non-Workers (i.e. members of the public) must be reported. The Employer must keep records of these and of any other accident which results in the incapacitation of an employee for more than 3 days.

Line Managers and Workers must be made aware of the incident reporting procedure and ensure incident data is properly recorded and reported as necessary. This should be part of the worker induction process. The provision of signage is recommended to ensure non-worker are aware of accident reporting procedure. These records are important because they provide valuable information which the Diocese will need to reduce future accidents and to take into account in monitoring and seeking to improve its health and safety management system.

Procedure

Flow Chart

The following flow chart is a quick reference guide to the actions to take following an accident;



***If the accident/incident results in a fatality and you are unable to reach the H&S Co-ordinator, you should report this yourself. This should be reported as soon as possible on 0345 300 9923,**

Workers (or any other person if the injured person is incapacitated) must record details of

- any RIDDOR reportable accident, illness or dangerous occurrence
- any other work-related accident or illness
- any “near-miss” which is defined as “any unplanned event which does not cause injury or damage but could have done so” e.g. Worker trips and falls over badly stored boxes but is uninjured, on an Incident Report Form, Accident Book or online if appropriate and inform the relevant Line Manager/Parish Priest as soon as possible.

The Line Manager/Parish Priest must ensure that sufficient detail i.e. what happened, to whom and when, has been recorded to enable a decision to be made about whether an incident is reportable under RIDDOR. A brief guide on reporting can be found at: www.hse.gov.uk/pUbns/indg453.htm

The Line Manager/Parish Priest must notify the Diocesan Health and Safety Co-ordinator at Alexander House of all incidents as soon possible.

If a workplace death has occurred and the Line Manager is unable to contact the Diocesan Health and Safety Co-ordinator immediately, the Line Manager must make a report to the enforcing authority and notify the Diocesan Health and Safety Co-ordinator as soon as possible. Reporting hotline 0345 300 9923. NB if a parishioner became unwell in church and died from "natural causes" that would not be reportable under RIDDOR. However, if death resulted from electrocution by a badly wired light switch, then it would be reportable in order to meet RIDDOR criteria.

The Parish ‘Responsible Person’ or the Diocesan Health and Safety Co-ordinator must submit any necessary RIDDOR report within the appropriate timescales to the relevant enforcing authority: www.hse.gov.uk/Riddor/report.htm

The Line Manager/Parish Priest must decide whether any incident:

- requires further investigation, and in any event
- notify the Diocesan Health and Safety Co-ordinator of their decision to investigate or not and, if not, give their reasons why that course of action was deemed appropriate. If an investigation is required the Line Manager/Parish Priest will then arrange for the necessary investigation to be carried out by an Appropriate Person(s)

An investigation by the Line Manager/Parish Priest must, as a minimum, consider whether the incident was avoidable and if so what action should now be taken to prevent a recurrence e.g. risk assessment amended or additional training provided. (See link to guide to investigating accidents below). An investigation report must be prepared and copied to the Head of Department and Diocesan Health and Safety Co-ordinator who will also assist in the investigation if necessary.

NB Where the incident has a Safeguarding implication the Diocesan Health and Safety Co-ordinator and the Safeguarding team will liaise and share relevant information. This will ensure accurate and prompt recording and investigation of incidents and maintain any necessary confidentiality in respect of health and safety and safeguarding requirements.

Regulations and guidance

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Brief guide: www.hse.gov.uk/pUbns/indg453.htm
- Accident Book ISBN 9780717664580 (priced publication)
- Guide to investigating accidents: www.hse.gov.uk/pubns/hsg245.pdf

4.00 ASBESTOS

General

Any person or organisation responsible for the maintenance of Non-Domestic premises, has a “duty to manage” any asbestos in them, so as to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes. Breathing in air containing asbestos fibres can lead to asbestos-related disease, mainly cancers of the lungs and chest lining. Past exposure to asbestos kills around 5000 people a year in Great Britain. It is mainly, but not exclusively, workers who carry out maintenance work who are most at risk.

Asbestos was widely used in buildings and whilst its use as a new material has been prohibited since 1999, it is still present in buildings and in products used in buildings. Common locations in which asbestos may be found include gaskets and seals on heaters and boilers, in gaskets and fuses in electrical switchgear, as roof sheets, gutters and tiles, in Artex (textured coating), in vinyl floor tiles, in pipe lagging and as fire prevention boarding. The advice from the Health and Safety Executive is that if it is sealed and in good condition then normally it can be left in situ as long as it is not disturbed.

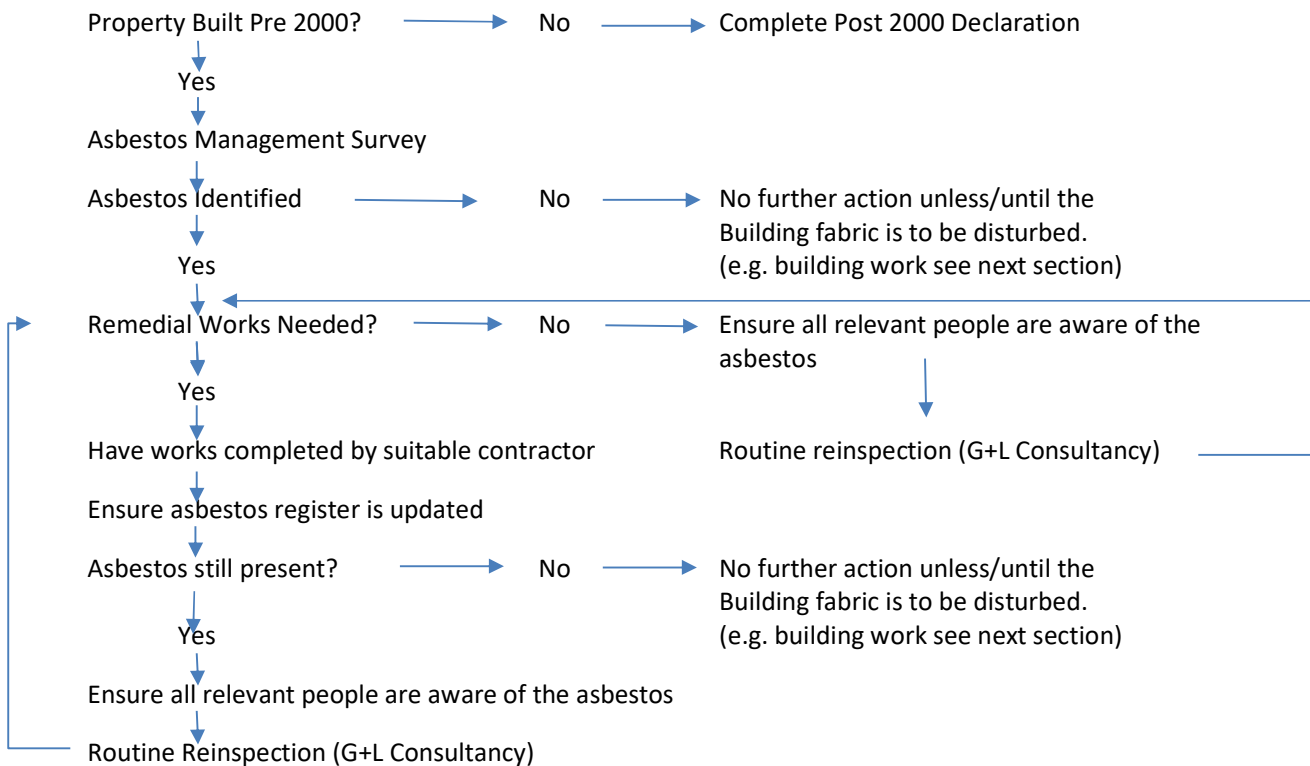
As would be expected, given the potentially fatal consequences of exposure to asbestos fibres, there are strict rules that cover asbestos in buildings. The Diocese has an Asbestos Management Plan, this is in Appendix 1. First and foremost, all buildings that the Diocese own or use must have an appropriate Asbestos Survey and Asbestos Register. Some work with asbestos may need to be notified to the enforcing authority in advance and in addition some work with asbestos may only be undertaken by a licenced contractor.

Procedure

Day to day management and occupation/use of premises:

Flow Chart

Below is a flow chart to show the action to be taken for a building in relation to asbestos for everyday use of buildings. Further depth is provided in the following text.



Property Services Department (PSD) in conjunction with the Line Manager/Parish Priest as necessary, will determine, for all buildings which the Clifton Diocese owns or uses (including residential accommodation), whether or not an appropriate Asbestos Survey and Asbestos Register has been prepared and is available. An appropriate asbestos survey is a Management Survey (Type 2 is the older terminology) completed after 2012 by a UKAS accredited surveying contractor. For any building constructed before 2000 for which a survey cannot be located, PSD will at the Parish's expense, arrange for a UKAS accredited surveyor to undertake a survey. Any buildings constructed in 2000 or later will need to have a Post 2000 Declaration form completed, available from the Parish Administration SharePoint or PSD.

PSD will critically examine all surveys which are found to exist and determine whether they are to an appropriate standard. The Health and Safety Executive recommends that a number of simple checks are made as many asbestos surveys have been poorly executed in the past. As a minimum PSD will check:

- that all buildings and all parts of buildings on a site have been surveyed

- whether there are any limitations or exclusions e.g. rooms found locked at time of survey not examined or boiler and fuse board not surveyed as they had not been switched off
- that all areas, including roofs and other high or difficult to access locations were surveyed

If sub-standard surveys are found PSD will, at the Parish’s expense, arrange for a UKAS accredited surveyor to undertake an asbestos survey.

Re-inspections to check the condition of asbestos material annually must be arranged to be completed by a UKAS accredited surveyor (annually for non-residential buildings and 5 yearly for residential).

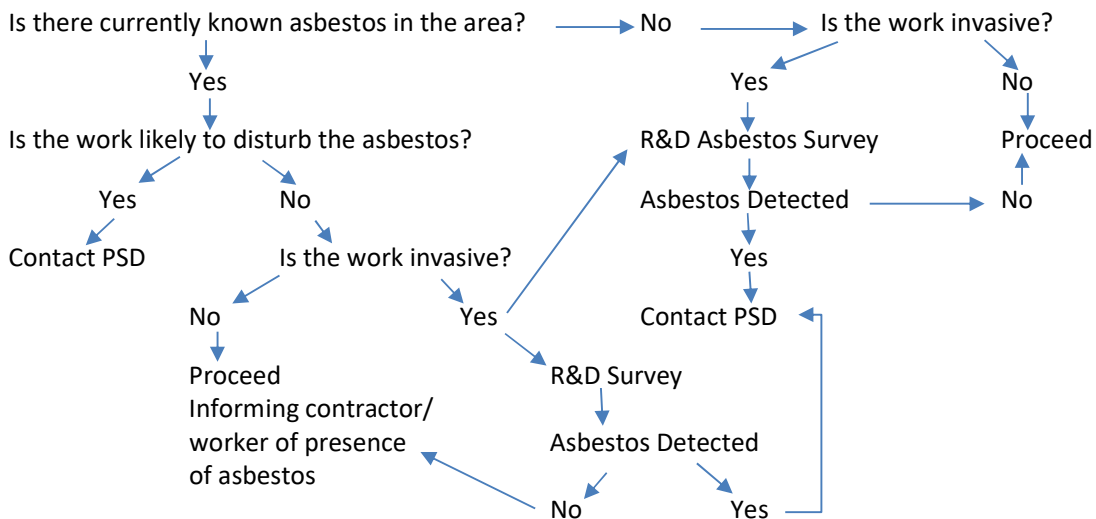
If asbestos is found to have deteriorated, PSD will determine the action necessary to prevent exposure and arrange for this action to be taken in conjunction with the Line Manager/Parish Priest as appropriate. Asbestos Registers must be updated to record the outcome of the annual checks and any work undertaken as a result.

PSD staff, Line Managers/Parish Priests and Diocesan maintenance staff should be provided with an appropriate level of asbestos awareness training and updated as required.

New building works, repairs, maintenance and demolition:

Flow chart

The following is a flow chart to indicate the process for asbestos management when building and maintenance work is to be undertaken. **This assumes that an appropriate asbestos survey is already in place as above, if this is not the case a survey should be completed, contact PSD to determine the type of survey needed.**



Any Line Manager/Parish Priest planning or authorising any invasive building work e.g. putting in a new boiler, knocking down a wall, opening up ducts etc. must notify PSD in advance. For this type of work a Management Survey (old Type 2) is not suitable and a Refurbishment or Demolition Survey (previously known as a Type 3 survey) of the area in which invasive building work is to be carried out must be undertaken.

Any person organising maintenance or building work that could disturb asbestos, e.g. boiler maintenance, painting, drilling holes in walls in a building owned or used by the Diocese, must check against the Register to see if asbestos is present in the work area prior to any work being undertaken. If asbestos is present in the area to be worked on, PSD must be contacted before any work starts. PSD will require that only authorised and competent contractors carry out work where asbestos is present.

Any Line Manager/Parish Priest planning or authorising any other work in an area where asbestos is known to be present should notify those carrying out work (Diocesan workers or contractors) of the presence of asbestos so that appropriate steps can be taken during that work to avoid inadvertent damage to and potential release of asbestos fibres.

PSD will require that a risk assessment is undertaken before any work liable to disturb asbestos is begun.

PSD will require that any work with asbestos that must, by law, be carried out by a licensed contractor is identified and PSD will appoint or approve the appointment of an appropriately licensed contractor.

PSD will require that any work (licensed or unlicensed) which needs to be notified to the enforcing authority is so identified and notified on Form ASB5 at least 14 days before such work starts. See: <https://extranet.hse.gov.uk/lfserver/external/asb5>.

PSD will require that a UKAS analyst: www.ukas.org/testing/singlesearch.asp is appointed to undertake the third party inspection which is required following any work by a licensed asbestos contractor.

PSD (in conjunction with the Line Manager/Parish Priests as necessary) will require, and will undertake checks to ensure that Asbestos Registers are kept up to date following any work with asbestos.

Regulations and Guidance

- Control of Asbestos Regulations 2012
- Brief guide to managing asbestos in buildings: www.hse.gov.uk/pubns/indg223.pdf
<http://www.hse.gov.uk/pubns/indg223.pdf>
- Brief guide to licensable work with asbestos www.hse.gov.uk/asbestos/licensing/licensed-contractor.htm
<http://www.hse.gov.uk/asbestos/licensing/licensed-contractor.htm>
- A step by step guide to managing asbestos: www.hse.gov.uk/asbestos/managing/index.htm
- Asbestos risk assessment guidance www.hse.gov.uk/asbestos/risk-assessments.htm
- Checklist: www.hse.gov.uk/asbestos/assets/docs/checklist.pdf
- What does asbestos look like: www.hse.gov.uk/asbestos/gallery.htm
- Typical places in which asbestos containing materials can be found:
www.hse.gov.uk/Asbestos/building.htm
<http://www.hse.gov.uk/Asbestos/building.htm>
- Summary of Diocesan duties: www.hse.gov.uk/asbestos/building-owner.htm
- Sample Asbestos Register: www.hse.gov.uk/asbestos/assets/docs/registerexample.pdf

5.00 AUDIT, MONITORING & REVIEW

General

Managing health and safety is an integral part of the overall management of the Diocese. The terms audit, monitor and review, have long been used by health and safety professionals but more recently a simplified approach has been presented by the HSE (within document 'Managing for health and safety HSG65' HSE. 2013.) as:

- Plan
- Do
- Check
- Act

The Diocese endorses this approach and is committed to effective health and safety management throughout the organisation. Furthermore, the Diocese recognises the important role its Workers, Clergy, Volunteers and contractors have in translating good intentions into action. The four key stages form a continuous circle designed to bring about and maintain control and improvement. The stages link together and all stages must be properly executed so that each contributes to the creation of a complete and effective cycle. If one stage is missed or poorly implemented the whole health and safety management process is adversely affected.

The following explains in a little more detail the relevance of each of the four elements and describes how the process delivers a holistic and complete approach to managing health and safety:

- *Planning* means the preparation of a sufficiently detailed Health and Safety policy which establishes responsibilities and arrangements for the plan to be carried into effect.
- The *do* element means the controls actually put in place to avoid or minimise risks and the relevant training provided.
- *Check* means measuring how things are happening on the ground and asking if control is being achieved as intended and investigating the causes of incidents.
- *Act* means organisations learn from their experience and information from incident investigations and checks on performance and take action on lessons learned.

Checking on health and safety performances requires careful attention to what is to be measured because success in this context is the absence of an outcome (injury or ill-health) rather than a presence. However, a low injury or ill-health rate, even over a period of years, is no guarantee that risks are being controlled and will not lead to injury or ill-health in the future. It is for this reason that positive checks need to be carried out to assess to what extent risk assessments and procedures are being implemented rather than assumptions being made.

The Diocesan Health and Safety policy and related guidance represent the planning element. Information, training and support available to Line Managers, Parish Priests, Workers and others should enable them to carry out risk assessments etc. in line with the policy and to take the necessary steps to put identified control measures in place. The precise nature of checks to ensure that controls are actually in place may need to vary from location to location and from year to year. The checks will need to be undertaken at different levels within the organisation and senior staff, including the Chief Operating Officer and Trustees should demonstrate the value and importance they attach to this task and the potential benefits that accrue. The information gathered during those checks and other information e.g. training records, and incident records needs to be analysed carefully and action taken to improve performance where appropriate.

Procedure

It is the policy of the Clifton Diocese to ensure that all health and safety systems and control measures are subject to a continuous process of monitoring and review, to ensure they remain effective, appropriate, in accord with Diocesan requirements and meet with current legislative and other legal requirements.

It is the aim of the Clifton Diocese, so far as is reasonably practicable, to comply with the requirements of the Management of Health and Safety at Work Regulations 1999 (as may be amended) and to apply, where possible, the principles of measuring health and safety performance in accordance with Managing for Health and Safety: www.hse.gov.uk/pubns/priced/hsg65.pdf

Pro-active monitoring:

This includes:

- A relevant self-assessment form issued to each Parish for completion within a specified timescale, with guidance from the Diocesan Health and Safety Co-ordinator if required. (This will be phased out as the use of Safetytoolbox is increased.)
- On receipt of a completed form, the H&S Co-ordinator will review each Parish assessment against specified criteria for compliance. A sample of Parishes will then be chosen for formal audit (see more detailed description below).
- The introduction of Safetytoolbox is underway to enable centralised storage of health and safety and compliance data and aid the monitoring and implementation of health and safety both within parishes and by the H&S Co-ordinator.
- Quinquennial - 5 yearly maintenance inspections and reports.
- Insurance Surveys/ Parish Safety Inspections.
- General statutory inspections and testing will form part of the audit process but as and when they occur they could generate relevant H&S actions.

Reactive Monitoring can result from:

- Vehicle accidents, property damage and system failure.
- Ill health and occupational health monitoring/ reporting.
- Near miss incidents, accidents, major incidents and death reporting.
- Investigation of complaints or concerns raised by Diocesan staff or others.

Reporting on Health and Safety Performance:

Periodic reports to the Health and Safety Committee, the Chief Operating Officer and to the Trustees, with goals identified and suggestions for improvement proposed. Reports provided no less frequent than annually.

Auditing:

As per outline in 'Pro-active Monitoring', this is a formal and systematic process whereby information is collected relating to the efficiency, effectiveness and reliability of the total health and safety management system of the Clifton Diocese. The findings of an audit will be used to propose any necessary corrective action to achieve compliance and may form part of a report to the Trustees and Chief Operating Officer.

6.00 AUTOMATED ACCESS EQUIPMENT (INC. DOORS, GATES & VEHICLE BARRIERS)

General

Powered doors and automatic gates are classed as work equipment, therefore there is a legal requirement for assessment, testing and maintenance. Powered door and gate safety is not just about the individual components making up the product, but about the way they are combined together to fit a particular set of circumstances, and what is done over time to maintain safety.

There are particular concerns about electric gates as there have been a number of deaths and injuries at gates which are automated. These risks have arisen at gates which were supplied as automated or subsequently automated. Similarly, there have been a number of deaths and injuries at other types of vehicle barriers both automated and manually operated. Manually operated barriers typically comprise a horizontal bar or beam hinged at a vertical pillar. The bar is manually moved to open or close off access to an opening in a car park exit/entrance. Vertically opening or lifting barriers (often automated) can also present serious safety risks if they are not correctly controlled.

An appropriate consideration of the characteristics and layout of each site will need to be undertaken to ensure that the selection and installation of equipment is appropriate and does not introduce risks to health and safety.

N.B. Up-and-over type garage doors (whether electrically operated or not) which are not properly installed and/or maintained may give rise to risk and a similar approach should be taken in respect of this type of garage doors at Diocesan premises.

Procedure

PSD will work with Parish Priests or Line Managers to identify all such equipment and ensure these have been risk assessed by a competent installer who has provided advice on maintenance and testing.

Parish Priests or Line Managers must ensure maintenance and testing is carried out in line with the risk assessment. Copies of the maintenance and testing should be kept on site and an additional copy provided to PSD.

Where a Parish Priest or Line Manager, consider installing automated access equipment or automating existing manual gates, PSD must be consulted before any work is undertaken so that an appropriate risk assessment can be conducted.

Regulations and guidance

- The Supply of Machinery Regulations 1992
- The Workplace (Health, Safety and Welfare) Regulations 1992
- HSE Guidance - Powered gates: Ensuring powered doors and gates are safe: [Powered gates: Ensuring powered doors and gates are safe - Work equipment and machinery \(hse.gov.uk\)](https://www.hse.gov.uk/power-gates-ensuring-powered-doors-and-gates-are-safe-work-equipment-and-machinery/)
- HSE Safety Bulletin: www.hse.gov.uk/safetybulletins/power-gates.htm
- Automated gates FAQ's: www.hse.gov.uk/work-equipment-machinery/faq-powered-gates.htm <http://www.hse.gov.uk/work-equipment-machinery/faq-powered-gates.htm>
- Advice on swing horizontal car park barriers: www.hse.gov.uk/workplacetransport/barriers.htm <http://www.hse.gov.uk/workplacetransport/barriers.htm>

Guidelines for the specification and installation of vehicle security barriers: BSi PAS 69:2013

7.00 BURIAL GROUNDS

General

Burial authorities in England and Wales have a general duty under the Local Authorities' Cemeteries Order 1977 (LACO) to maintain burial grounds in good order as well as general duties under Health and Safety Legislation. These duties apply to all burial grounds whether currently in use or not. Some risks may arise from anti-social behaviour in burial grounds and the likelihood of this being an issue should be considered as part of the risk assessment process and appropriate measures to reduce risks identified and adopted.

The main risks which arise are in connection with:

- the excavation of graves and risk to gravediggers and members of the public
- the dangers posed by unstable tombs and memorial stones
- health risks associated with the exhumation of human remains
- slips, trips and falls especially where paths or other surfaces can be uneven and/or slippery

HSE's advice is that the risk of injury from a gravestone or other memorial, which has become loose and unstable, is very low and there is no requirement to routinely mechanically test memorials. The Ministry of Justice takes the lead on burial ground management and their guidance on these issues are listed below.

Procedure

Grave digging and maintenance of graves and monuments must be subject to risk assessment.

Grave digging must only be undertaken by competent professional gravediggers who understand the risks of working at depth in ground. The Gravedigger should provide a risk assessment and method statement detailing such things as: shoring, edge protection to prevent people from falling into excavations (however deep or shallow) and containment of spoil. Recently backfilled graves should be periodically checked and filled with additional soil to prevent hollow grounds.

Monuments, gravestones and curbing should be routinely visually checked for security. It is likely that the weight of a grave far outweighs what is acceptable for persons to lift or lower via manual handling operations and risk assessment will likely identify a need for competent contractor intervention with load-bearing equipment when a monument/ head stone etc is identified as unstable.

The document: www.gov.uk/government/publications/burial-grounds-guidance-on-managing-unstable-gravestones, provides further on this subject. Also see Section 37 – Slips and Trips

Regulations and guidance - Health and Safety at Work Etc. Act 1974 Ministry of Justice advice on unstable memorials

www.gov.uk/government/uploads/system/uploads/attachment_data/file/326725/safety-burial-grounds.pdf

More general advice for burial ground managers:

www.gov.uk/government/publications/burial-grounds-guidance-for-managers

8.00 CONFINED SPACES

General

Employers need to take action to protect employees working in confined spaces. A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions e.g. work in sewers. Some places may become confined spaces when work is being carried out or when the area is being constructed or modified.

A confined space may not be immediately apparent and careful consideration should be given to identifying in advance any area which might, under certain conditions, become a confined space. For example, a boiler room located below ground may become a confined space if the boiler flue leaks and carbon monoxide levels increase to become potentially harmful as a consequence. It is important that steps are taken to identify areas which may become confined spaces.

Procedure

PSD will work with Line Managers/Parish Priests to identify any likely confined spaces which may exist at premises for which they are responsible. In the first instance PSD will review existing information they hold for Diocesan estate and develop a list of potential confined spaces.

PSD will produce a simple, practical guide based on existing knowledge of the estate for Line Managers/Parish Priests to assist them to identify other potential confined spaces. PSD will provide further advice or visit if necessary.

Line Managers/Parish Priests must notify PSD of any potential confined space they identify. Where none are identified, a nil response must be sent to PSD. PSD will amend their original list of confined spaces as necessary.

Line Managers, particularly those with responsibility for staff or contractors who undertake maintenance activities, must consider whether there is a need for work to be carried out in an identified confined space or in a space capable of becoming a confined space during the course of work being undertaken.

If work in a confined space cannot be avoided then a risk assessment must be undertaken by the Line Manager in conjunction with the Diocesan Health and Safety Co-ordinator, if necessary, and a safe system of work and emergency procedures developed and effectively communicated to all those that need to know.

Regulations and Guidance

- The Confined Spaces Regulations 1997
- Approved Code of Practice and guidance: www.hse.gov.uk/pubns/books/l101.htm
- Brief guide to the Regulations : www.hse.gov.uk/pubns/indg258.pdf

9.00 CONSULTATION & COMMUNICATION WITH EMPLOYEES, PARISH PRIESTS & VOLUNTEERS

General

Employers are legally required to consult with employees on matters of health and safety. Employers who effectively communicate and consult with employees are more likely to manage

health and safety successfully. Consultation helps promote a positive health and safety culture and ensures everyone is given an opportunity to influence health and safety policies and procedures. Most importantly consultation is an opportunity to consider how people really do things as opposed to how they should do things.

Procedure

The Health and Safety Coordinator has created and promoted the role of Parish Health and Safety Representative to aid in consultation and communication. It is strongly recommended that each Parish identifies a person(s) to take up this role, for which training will be provided, to facilitate a two-way flow of relevant health and safety information between Parishes and Curial Departments.

PSD will undertake a project to investigate improvements to the health and safety consultation and communication. Currently most communication is via email to Parish, Parish Priest and H&S Reps. H&S Co-ordinator undertakes site meetings regularly to assist parishes, where possible. Consideration of the introduction of a newsletter or inclusion within an existing newsletter and a suitable method of consultation, considering limit capacity of the parish priests.

Regulations and Guidance

- Management of Health and Safety at Work Regulations 1999
- Health and Safety (Consultation with Employees) Regulations 1996 as amended
- www.hse.gov.uk/pubns/indg232.pdf<http://www.hse.gov.uk/pubns/indg232.pdf>
- Involving your workforce in health and safety (HSG263).
- There is also a free leaflet, Consulting employees on health and safety: A brief guide to the law (INDG232(rev1)),
- Guide for employees as representatives
www.hse.gov.uk/involvement/doyourbit/resources/engaging-effectively-employer.pdf

10.00 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

General

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 requires employers to control substances that are hazardous to health by preventing or controlling exposure of persons to such substances. Substances hazardous to health include, for example, commonly used products e.g. paints and cleaning products as well as substances such as chemicals, dusts, gases and certain germs which cause disease. The key principle in considering control is always to prevent exposure at source e.g. using water based rather than solvent based product or changing to a milder, less irritating, product. Where it is not possible to prevent exposure then it needs to be adequately controlled.

Specific legislation such as the Control of Lead at Work Regulations 2002 may also be applicable and should be considered as necessary.

Procedure

The Diocese will seek to identify typical work activities/processes which can reasonably be assumed to involve use of hazardous substances. This information will be provided to Parishes/premises but it must not be regarded as an exhaustive list. Line Managers or their competent delegate must look at their areas of responsibility (using the means above as an initial guide) and consider where there is

potential exposure to substances hazardous to health, how this arises, note any existing controls and record this information. Workers should be asked if there are other activities they may carry out where there is potential exposure which may not be immediately apparent.

Line Managers/Parish Priest should also obtain information on substances obtained for use at work by staff involved in purchasing materials at Parish level or centrally. COSHH historically had a poor reputation and was often misunderstood. A simple example was "Tippex" type products; the level of risk to a normal user correcting mistakes on paper and using a bottle every six months or so is minimal; the risk from the solvent in it to the person producing it in the factory may be considerable. That means that obtaining information about the use is very important.

The information obtained above should be used by Line Manager/Parish Priest using the model Parish Risk Assessment as the basis for determining if a more detailed COSHH risk assessment is required. Those involved in carrying out risk assessments must also obtain relevant safety data sheets, data sheets for common substances will be made available on Safetytoolbox. Parishes are likely to have a range of fairly common substances e.g. bleach, other cleaning products, paints, moss killer etc. Where less common substances are identified, the Diocesan Health and Safety Co-ordinator should be consulted in the first instance if the Line Manager/delegate does not have the necessary knowledge or information to make judgements about level of risk.

Workers who may be exposed to hazardous substances must be provided with relevant training, instruction and any protective clothing or equipment identified as necessary to achieve control of exposure.

Regulations and Guidance

- The Control of Substances Hazardous to Health (COSHH) 2002 as amended
- Brief guide to COSHH: www.hse.gov.uk/pubns/indg136.htm
<http://www.hse.gov.uk/pubns/indg136.htm>
- Step by step guide: www.hse.gov.uk/coshh/essentials/
- Control of Lead at Work Regulations 2002: www.hse.gov.uk/pubns/books/l132.htm

KNOW YOUR CURRENT HAZARD CLASSIFICATION SYMBOLS

Hazard pictograms alert us to the presence of a hazardous chemical. The pictograms help us to know that the chemicals we are using might cause harm to people or the environment. One or more pictograms might appear on the labelling of a single chemical.



Explosive (Symbol: exploding bomb)



Flammable (Symbol: flame)



Oxidising (Symbol: flame over circle)



Corrosive (Symbol: Corrosion of material and skin)



Acute toxicity (Symbol: Skull and crossbones)



Hazardous to the environment (Symbol: Dead tree and fish)



Health hazard/Hazardous to the ozone layer (Symbol: Exclamation mark)



Serious health hazard (Symbol: health hazard)



Gas under pressure (Symbol: Gas cylinder)

11.00 DISCIPLINARY PROCEDURES

General

The Clifton Diocese has met its legal duty under the Health and Safety at Work Act 1974 to prepare a Health and Safety Policy and develop safe working practices and provide information to its employees to enable them to work safely and without risks to others.

HSW Act places a duty on employees to take care of their own health and safety and that of others who may be affected by their actions at work. Employees must co-operate with employers and co-Workers to help everyone meet their legal requirements. In the event that there is non-compliance, then an understandable and simple procedure is required, as health and safety is covered by criminal law.

Procedure

Rules governing existing disciplinary procedure and appeals are contained in the Clifton Diocese Employee Handbook.

The Diocesan Disciplinary Procedure is made known to all new staff and other Workers including Priests, as part of the induction process. Some aspects of an individual's health and safety responsibility, are regarded as forming part of the Contract of Employment. These are clarified in individual Contracts of Employment.

Volunteers are expected to follow Diocesan procedures and the Clifton Diocese will consider on a case by case basis, appropriate action in circumstances where a voluntary Worker fails to meet these expectations. It is suggested that the disciplinary procedure written within the 'Clifton Diocese Employee Handbook' may also be relevant in these circumstances.

Parish Priests are accountable to the Bishop under Canon Law for the proper administration of their Parishes and are also accountable to the Bishop as Chairman of the Trustees under national law.

Guidance

- Brief guide to employee health and safety rights and responsibilities:
www.hse.gov.uk/pubns/indg450.pdf

12.00 DISPLAY SCREEN EQUIPMENT (DSE)

General

Employers of Workers who regularly use display screen equipment (DSE) such as computer and laptop screens, must analyse and assess risks arising from use of such equipment and put any necessary controls in place.

Workers who use DSE equipment on a daily basis for continuous periods of time for a significant part of their work, are regarded as DSE users. Workers must be given information and training to enable them to use DSE equipment in a way that minimises risks and must be provided with eyesight tests if they request them. Where an eyesight test recommends the use of special spectacles for working with DSE equipment, a basic version of these must be provided by the employer.

The risks primarily come from the desk or workstation not being set up correctly e.g., the user sits in a way that creates poor posture creating muscle ache or the height of the chair and the work surface are poorly adjusted, meaning that keyboard and mouse are not in the optimum position so the risk of developing symptoms of musculoskeletal problems is increased.

Procedure

All Line Managers/Parish Priests must identify DSE users as defined within their area of responsibility and ensure all such users complete a DSE Workstation User self-assessment checklist in the first instance. Self assessment checklists are available and can be stored in Safetytoolbox.

Users must return a completed checklist to their respective Line Manager within 1 month of receipt of the checklist. Users may ask for assistance in completing the checklist from their Line Manager or Health and Safety Co-ordinator.

Line Managers must review returned checklists within 1 month of receipt and determine whether any further action is required.

If further action is required and this cannot be actioned locally, Line Managers must consult the Diocesan Health and Safety Co-ordinator for further advice in the first instance.

A copy of each completed checklist should be retained at the Diocesan premises or Parish to which it relates.

Line Managers/Parish Priests must provide initial training for users (training is available on IHasco, the Diocesan Health and Safety Co-ordinator can give access) to enable them to:

- adjust their workstation and equipment correctly,
- recognise the importance of taking breaks,
- know the Diocesan arrangements for eyesight tests
- know how to report any discomfort/concerns they believe may be related to DSE use.

Line Managers/Parish Priests must ensure assessments are reviewed:

- following major changes to workstation, equipment or software
- if the user moves to a new workstation
- if the nature of the tasks of the user change significantly
- if it is suspected that existing controls may be causing other problems

Line Manager/ Parish Priests must maintain an up to date record of DSE users, risk assessments and details of information and training provided to users. The Diocesan Health and Safety Coordinator may ask for a copy of these records at any point and may retain this information within the Diocesan/ Parish file at the Clifton Diocese Property Services Department for future reference.

The Clifton Diocese (or relevant Parish budget) will pay for periodic eye sight tests for VDU users and will pay for basic NHS prescription glasses if prescribed solely for VDU use. See Employee Handbook for details.

Legislation and Guidance

- Health and Safety (Display Screen Equipment) Regulations 1992 as amended by Health and Safety (Amendment) Regulations 2002
- Guidance on the Regulations L26: www.hse.gov.uk/pubns/priced/l26.pdf and www.hse.gov.uk/pubns/indg36.pdf that provides short overview and guidance on the application of the Regulations and should be read by all managers. Users may also find the guidance helpful.
- User checklist: www.hse.gov.uk/pubns/ck1.pdf

13.00 DRUG AND ALCOHOL MISUSE

General

Drug and alcohol misuse is the use of illegal drugs and misuse of alcohol, medicines and substances such as solvents. Drug and alcohol misuse are not only bad for the mental and physical health of the individual users, but there can be impacts on the business and other workers.

The misuse of drugs and alcohol can;

- Slow reaction times
- Impair judgement
- Reduce concentration
- Increase conflict
- Impact mental health
- Effect sleep

These factors mean that a person who is misusing substances is more likely to have or cause an accident, be less productive, have increased sick leave and have a negative impact on work relationships.

The consumption of alcohol is a regular part of society, and part of religious ritual. It is important that people are able to recognise when consumption becomes a problem.

Procedure

Where an employee is aware that they have an addiction problem, they should discuss this with their Line Manager or another Manager they are comfortable talking with. The employee will be given advice on where to obtain support and a risk assessment carried out to determine the appropriate course of action. This information will be confidential and dealt with sensitively.

No Worker should consume excessive alcohol while working.

No Worker should drive under the influence of drugs or alcohol in excess of the legal limit.

The possession or dealing in illegal drugs will be reported immediately to the police. Any employee in possession or dealing in illegal drugs will be subject to the disciplinary procedure.

Drug and Alcohol Awareness training is available on request.

Regulations and Guidance

Misuse of Drugs Act 1971

HSE Guidance: [Managing drug and alcohol misuse at work - Overview - HSE](#)

Frank Drug Information and Advice website: [Honest information about drugs | FRANK \(talktofrank.com\)#](#)

14.00 ELECTRICAL SAFETY

General

Duty-holders (employers, self-employed and employees) are required to take certain precautions to avoid the risk of death or injury from work on or near electrical systems and electrical equipment. These terms are defined and the definitions are wide-ranging e.g. electrical equipment includes anything from 400 kV overhead power line to a battery powered hand lamp. Amongst other matters, employers need to ensure electrical systems and equipment are properly installed by Competent Persons, appropriate for the conditions under which they will be used, maintained in a safe condition in a safe manner and that safe isolation can be achieved in an emergency or for maintenance.

It has been a common misperception that all portable electrical equipment needs to be subject to formal annual examination. In some circumstances, the requirements may be met by a simple user check and visual inspection before use. Other equipment e.g. a kettle or floor cleaner may need a portable appliance test but not necessarily every year.

Most electrical accidents occur because people are working on or near equipment they believe to be switched off or disconnected but which is in fact live or because they do not have the training or equipment to prevent injury.

Procedure

Fixed equipment

A register of all fixed electrical systems must be prepared by PSD and a schedule for periodic inspection, maintenance and testing, in accordance with BS7671, must be drawn up and kept up to date. Records of installation, commissioning, inspection, maintenance and testing must be retained by PSD throughout the working life of the installation. Generally all buildings with an electrical installation will need a 5 yearly electrical installation condition report (EICR), completed by a competent electrical contractor. All remedial works categorised as C1 or C2 must be rectified by a competent person and subsequent certification obtained and retained.

The operation, maintenance, testing and inspection of fixed electrical systems must only be carried out by persons who are competent for the work being undertaken.

Where electrical work is to be carried out this work must be planned and programmed to enable all jobs to be carried out with the equipment dead. Electrical contractors are very good at arguing that they can work live and if necessary PSD's advice should be sought.

An assessment of any work on fixed electrical systems and of the risks must be undertaken to determine whether there is in-house capability or whether a contractor should be engaged to undertake the work. Any contractor selected must demonstrate their competence to carry out the work required.

A written system of rules and procedures for electrical work must be produced and communicated effectively to those persons carrying out the work i.e. Diocesan staff and/or contractors.

Employees and other users of electrical systems need to be given appropriate information and instruction to ensure they know how to report any defects they observe e.g. a damaged socket or fuse box cover.

Portable and transportable equipment

A register of all portable or transportable equipment must be prepared for Diocesan premises by the Line Manager or Parish Priest.

All portable or transportable electrical equipment must be maintained in a safe condition. All users must carry out a simple pre-use check e.g. look for loose cables or other obvious damage. Sufficient training and information must be provided to users to enable them to undertake these checks. Users must report and, if necessary, take out of use any defective portable electrical equipment.

It can also be difficult to keep records of how and when different electrical items were inspected and/or tested and consequently, annual testing of all portable and transportable items is required by the diocese. A visual inspection of the items where the electrical flex is likely to be pulled or damaged (such as vacuum cleaners and electric irons) should also be undertaken at 6 months, between the testing more formal PAT testing dates. Where appliances fail, they should be removed from use until repaired or disposed of and this documented.

Employees and others are expected to use electrical equipment provided and maintained by the Diocese. Personal items of electrical equipment are discouraged. Any personal electrical items

which Workers wish to use require the agreement of the Line Manager/Parish Priest and the appropriate checks/testing must be carried out and details of the item entered on the register.

Up-to-date copies of the register must be supplied the PSD for compliance and record keeping reasons.

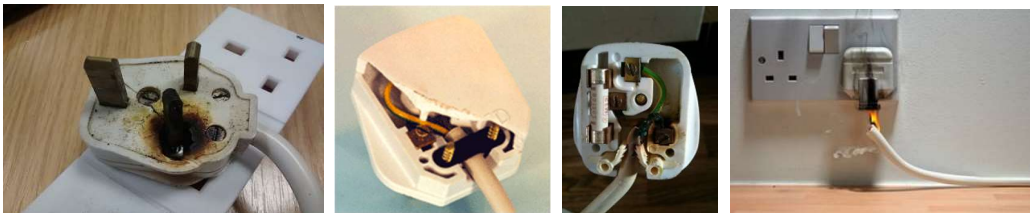
Regulations and Guidance

- The Electricity at Work Regulations 1989
- Detailed guidance on the Regulations: www.hse.gov.uk/pubns/priced/hsr25.pdf
- Guidance on safe working practices for managers of and persons carrying out work on or near electrical equipment: www.hse.gov.uk/pubns/priced/hsg85.pdf
- Summary guidance on the Regulations: www.hse.gov.uk/pubns/indg231.pdf
- Guidance on portable and transportable electrical equipment
- Guidance on testing and maintenance of portable and transportable equipment in low risk environments: www.hse.gov.uk/pubns/indg236.pdf

PORTABLE APPLIANCE- VISUAL INSPECTION USER CHECKLIST

PLUG. Check for:

- Cracked/ damaged casing
- Evidence of overheating eg Scorch marks/ melt marks
- Bent pins
- Non BS 1363 plug without insulated pins
- Incorrectly rated fuse
- Incorrectly connected wires
- Loose connections
- Loose cable clamp
- Outer insulation not held by clamp or cut short



APPLIANCE. Check for:

- Damaged/ faulty operation of on/ off switch
- Damage to casing
- Loose parts
- Missing screws
- Evidence of overheating eg scorch marks/ melt marks
- Evidence of moisture
- Accessible fuse holders
- Exposed wiring

MAIN LEAD. Check for:

- Cuts
- Fraying

- Brittleness
- Kinks
- Taped joints/ DIY fixes
- Evidence of overheating eg scorch marks/ melt marks/ singeing
- Not secured by grommet/ clamp on appliance



If any of the above faults are found or the item carries a PAT failure sticker DO NOT USE appliance. Report to your Responsible Person or Line Manager who will have it repaired by a competent person or removed from use.

15.00 EMERGENCY PROCEDURES

It is the policy of the Diocese to provide an emergency plan and procedures to cover situations presenting serious and imminent danger such as fire, explosion or exposure to hazardous substances, in accordance with the Management of Health and Safety at Work Regulations 1999. The procedures should promote effective communication with relevant persons by identifying contacts within all relevant emergency service providers. Evacuation procedures and responsible persons will be identified within this plan. (see also specific guidance on fire safety below)

Each Parish and relevant Diocesan premises (e.g. Alexander House) must produce their own site-specific plan as sites differ and procedures may vary. A template is available for use in the Parish Administration SharePoint, Health and Safety Folder.

Details that may be included in emergency procedures:

- Details to be provided to the emergency services, including the name and address of the church, telephone number and contact person, and a summary of the incident.
- Details of the parties to be notified in the event of an emergency, in order of priority (eg. Fire Brigade, Ambulance, Gas Safety technician, Local Authority, HSE, Environmental Health).
- Names and telephone numbers of persons having relevant responsibility or special expertise within the Clifton Diocese (Management, Supervisors, Key holders etc).
- Site plan where applicable showing mains services, hazardous areas, firefighting equipment etc.
- Details of how the alarm is to be raised.
- Details of how to escape (escape routes) and where to assemble if a Fire Assembly Point has been nominated. Fire drills must be carried out to ensure these procedures are effective.

Unforeseeable situations.

For fluent situations that arise, such as the COVID-19 pandemic, it is the policy of the Diocese to prepare and distribute central guidance based on relevant and current information available from reputable sources, such as the UK Government and the Bishops' Conference Of England And Wales, to aid parishes in operating safely and as appropriate.

Guidance

www.ecclesiastical.com/images/template-7-response-emergency-response-evacuation-procedures.pdf

16.00 EVENTS & ACTIVITIES (ON-SITE & OFF-SITE)

General

The Diocese has a responsibility to ensure that all events held on Diocesan premises and events that are organised by the Diocese or Parishes but held elsewhere, are planned and managed in accordance with health and safety requirements. Where Diocesan or Parish events or activities e.g. Parish meetings are held on Diocesan/Parish premises, then people organising and attending must be made aware of and are required to follow the procedure set out below and must familiarise themselves with other relevant parts of this policy, such as Emergency Procedures (Section 14.00) and Food Safety and Hygiene (Section 18.00).

Where Diocesan premises are hired or made available for functions/events organised by others, the Diocese retains certain responsibilities: see Hire of Diocesan Premises by external organisations.

There are additional requirements in respect to Safeguarding which may also need to be followed (See Safeguarding Resource Pack) and for events involving overseas travel (See Overseas Travel below).

Procedure

Diocesan/Parish events or activities on Diocesan/Parish premises

The Line Manager/Parish Priest will either be or will appoint a suitable person as the event/activity leader to take overall responsibility for the planning, supervision and conduct of the event.

The event/activity leader must carry out a suitable and sufficient Risk Assessment. The level of detail in event/activity risk assessments must be directly related to the nature of the specific event/activity and the nature and level of risk inherent in that event/activity. The model Parish Risk Assessment, may be sufficient but consideration must be given to the need for an event/activity specific risk assessment.

The event/activity leader should have sufficient knowledge and experience of the type of event/activity and should be provided with additional training and information as necessary to enable them to identify foreseeable risks and reach appropriate decisions about controlling those risks.

Where events/activities involve other persons contracted to provide services e.g. stalls or rides/bouncy castle, the leader must ensure that the arrangements for the Management of Contractors (see below) are applied as necessary. In particular, effective and ongoing liaison and communication between the parties must be established and maintained. Contractors must be made aware of the Diocesan Health and Safety Policy requirements and the responsibilities of the Diocese and Contractors must be agreed and recorded in the risk assessment.

The event/activity leader should consult the Diocesan Health and Safety Co-ordinator if necessary and must provide the Diocesan Health and Safety Co-ordinator with a copy of the risk assessment prior to the event/activity taking place (allowing enough time to view, edit and return the risk

assessment and discuss further before the event commences). For repeated and essentially similar events e.g. regular youth group sessions where no significant changes are introduced, the Parish Risk Assessment is likely to be sufficient.

The event/activity leader must ensure that appropriate insurance arrangements are in place and that any persons contracted to provide services, provide evidence that they hold appropriate insurance and have taken appropriate steps to comply with their health and safety responsibilities.

The event/activity leader must ensure that persons supervising or attending the event/activity are given appropriate information and instruction about relevant risks, control measures, emergency procedures and incident reporting arrangements.

The event/activity leader is responsible for gathering and recording (* see final two paragraphs of this subsection below) sufficient information about any incidents that occur, (see Section 3 Accidents, Ill health and near-miss reporting above) to enable further investigation to be carried out as necessary. The details should be sent to the Diocesan Health and Safety Co-ordinator within 24 hours of the incident. In the case of a RIDDOR reportable incident or death the event/activity leader must report the incident to the local enforcing authority (usually the local authority in which the incident occurred) immediately (RIDDOR reporting can be made via the HSE web page) and notify the Diocesan Health and Safety Co-ordinator. If the Diocesan Health and Safety Co-ordinator is not available they should continue to report the incident to the enforcing authority and notify the Diocesan Health and Safety Co-ordinator as soon as possible thereafter.

The event/activity leader must determine whether an incident raises issues which need to be taken into account in planning similar events in the future and who should be made aware of this. The Parish Risk Assessment may need to be revised and if so a copy of the revised Parish Risk Assessment must be provided to the Health and Safety Co-ordinator.

Parish/Diocesan Events/Activities off-site

The Line Manager/Parish Priest will either be or will appoint a suitable person as event/activity leader to take overall responsibility for the planning, supervision and conduct of the event.

The event/activity leader must carry out a suitable and sufficient Risk Assessment and ensure with the Diocese that the appropriate Diocesan insurance arrangements are in place. The level of detail in event/activity risk assessments must be directly related to the nature of the specific event/activity and the nature and level of risk inherent in that event/activity. The generic risk assessment for events/activities should be used as a starting point for developing specific risk assessments.

The event/activity leader should have sufficient knowledge and experience of the type of event/activity and should be provided with additional training and information as necessary to enable them to identify foreseeable risks and reach appropriate decisions about controlling those risks.

The event/activity leader must ensure that the venue is suitable for the proposed activity or the contractor providing the activity e.g. outdoor adventure provider can demonstrate their competence and commitment to health and safety. Effective and ongoing liaison and communication arrangements between the parties must be established and maintained and the responsibilities of the parties confirmed.

If the event/activity involves the use of passenger carrying vehicles to and from site or during the event/activity the leader must ensure that:

- suitable vehicles are hired from a reputable company and if they come with a driver, that where appropriate, they hold the appropriate passenger carrying vehicle (PCV) operator's licence,
- use of Diocesan or hired in minibuses comply with current legislation: permits, driver licensing etc (see more details in the guidance section).
- private vehicles (belonging to any worker) are roadworthy and that drivers are licensed and insured appropriately.

The event/activity leader should consult the Diocesan Health and Safety Co-ordinator if necessary and must provide the Diocesan Health and Safety Co-ordinator with a copy of the risk assessment prior to the event/activity taking place (allowing enough time to view, edit and return the risk assessment and discuss further before the event commences). For repeated and essentially similar events e.g. low-risk residential trips, where no significant changes are introduced, the Parish Risk Assessment may be sufficient for all subsequent events.

The event/activity leader must ensure that appropriate insurance arrangements are in place and that any persons contracted to provide services, provide evidence that they hold appropriate insurance and have a Health and Safety policy.

The event leader must ensure that persons supervising or attending the event/activity are given appropriate information and instruction about relevant risks, control measures, emergency procedures and incident reporting arrangements.

The event/activity leader is responsible for gathering and recording sufficient information about any incidents that occur (See Accidents, Ill health, near miss reporting and investigation above) to enable further investigation to be carried out as necessary. The details should be sent to the Diocesan Health and Safety Co-ordinator within 24 hours of the incident. In the case of a RIDDOR reportable death, the event/activity leader must notify the Diocesan Health and Safety Co-ordinator immediately. If the Diocesan Health and Safety Co-ordinator is not available they should report the incident to the enforcing authority (usually the Local Authority in which the incident occurred) and notify the Diocesan Health and Safety Co-ordinator as soon as possible thereafter.

The Diocesan Safeguarding Resource Pack also contains advice and methods of reporting incidents and reference should also be made to that Resource Pack.

Hire/use of Diocesan premises by external users

The Line Manager/Parish Priest must take steps to ensure that any premises being made available for hire are properly maintained and suitable for use by others. The Health and Safety Executive has published a checklist containing a range of questions and a model Risk Assessment which Line Managers/Parish Priests should use to assess the condition and suitability of such premises (see bullet point headed 'Checklist' below).

Line Managers/Parish Priests must provide written health and safety information to those hiring Diocesan premises as part of the Diocesan Licence of Hire document including, but not limited to:

- Health and safety responsibilities of hirer and hire
- Emergency arrangements fire etc.
- Reporting incidents

A Diocesan premises hire agreement template must be used and can be requested by contacting the Property Services Department. Templates are also available for health and safety information sheet and risk assessment from PSD.

Regulations and guidance

- Guidance on adventure activities: www.hse.gov.uk/aala/public-information.htm
- General guidance on transport used by not for profit organisations: www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport/section-19-and-22-permits-not-for-profit-passenger-transport
- Guidance for minibus use: www.gov.uk/driving-a-minibus
- Checklist for halls and similar premises: www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf<http://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>
- HSE example risk assessment: <http://www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf>
- <http://www.hse.gov.uk/risk/casestudies/pdf/villagehall.pdf> Seat belts and the law: www.rosopa.com/road-safety/advice/vehicles/in-car-safety-and-crashworthiness/seat-belts-law/

17.00 FIRE SAFETY

General

Owners, landlords and occupiers of business premises or other non-domestic premises are responsible for fire safety at those premises. In this context only, the Clifton Diocese is the “Responsible Person” and must ensure that the site/ premises Responsible Person (i.e. Parish Priest/ property manager) does:

- procure a fire risk assessment of the premises and review it regularly
- tell staff or their representatives about the risks identified and train new workers and others e.g. volunteers when they start work.
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide Workers information, fire safety instruction and training
- N.B. Any fire certificate for Diocesan premises issued under the Fire Precautions Act 1971 is no longer valid.
- Carry out at least one fire drill per year and record the results. The results should be kept as part of your fire safety and emergency evacuation plan.

Procedure

The premises ‘Responsible Person’ (person in control of a Diocesan premises on a day-to-day basis) will appoint a PSD approved Fire Risk Assessor to carry out a suitable and sufficient Fire Risk Assessment (FRA) of all buildings in their area of responsibility. The competent person will then prepare a Fire Risk Assessment document for the premises. Guidance on choosing a Competent Person for this purpose has been prepared by the Chief Fire Officers Association and a link to this is included below.

A copy of the fire risk assessment document will be held at the location to which it relates and Line Managers/Parish Priests must ensure that Workers are told about any identified fire risks. A copy of all fire risk assessments should be sent by the Responsible Person to PSD within 28 days of receipt of the document and will then be retained within a central filing system. As Safetytoolbox is rolled out, these should be uploaded to the system and any actions added as subtasks. Actions raised within the FRA should be completed in the specified/appropriate timescale.

PSD will ensure (through auditing/Safetytoolbox) that fire risk assessments are reviewed as necessary and ensure that appropriate fire safety measures are put in place and maintained appropriately. Review should be completed by approved assessor every 3 years and internally annually.

The Clifton Diocese/ Parish Responsible Person will develop an emergency fire safety plan, with assistance from the Competent Person as required. This plan will be brought to the attention of all Workers/other persons by Line Managers/Parish Priests and sufficient information, training and instruction provided to ensure the plan is understood and tested by carrying out periodic fire drills. There are additional requirements which will be identified in the fire safety plan including regular checks to make sure that:

- all fire alarm systems are working
- the emergency lighting is working
- faults in systems and equipment are being recorded
- all escape routes are clear and the floor is in good condition
- all fire escapes can be opened easily
- any automatic fire doors close correctly
- fire exit signs are in the right place

Where the fire risk assessment identifies the need for the appointment of persons to act as fire marshals, then additional training, including in the use of fire extinguishers where necessary, will be provided. Persons who have not received training must not use fire extinguishers.

Each Parish must have in place a Maintenance/Service Agreement for any fire extinguishers and electronic fire alarms. Guidance can be obtained from the Diocesan Health and Safety Co-ordinator.

All residential accommodation should be provided with suitable smoke and carbon monoxide detection. There should be a minimum of a smoke detector to each floor with a habitable room and carbon monoxide detector to each from with a fixed combustion appliance. Contact PSD if you need further guidance.

Regulations and guidance

Regulatory Reform (Fire Safety) Order 2005

Guidance on fire safety in small - medium places of assembly (up to capacity of 300):

www.gov.uk/government/uploads/system/uploads/attachment_data/file/422195/9294_Small_Mediumt_v2.pdf
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/422195/9294_Small_Mediumt_v2.pdf

Guidance on fire safety in large places of assembly (capacity over 300):

www.gov.uk/government/publications/fire-safety-risk-assessment-large-places-of-assembly

BS 9999 - Fire safety code of practice for building design, management and use. The standard outlines ways to meet fire safety legislation through a more flexible approach to design. This document can only be purchased and is reasonably expensive.

<http://shop.bsigroup.com/en/ProductDetail/?pid=00000000030158436>

Guidance on fire safety in offices: www.gov.uk/government/publications/fire-safety-risk-assessment-offices-and-shops <https://www.gov.uk/government/publications/fire-safety-risk-assessment-offices-and-shops>

Guidance on fire safety in sleeping accommodation: www.gov.uk/government/publications/fire-safety-risk-assessment-sleeping-accommodation
<https://www.gov.uk/government/publications/fire-safety-risk-assessment-sleeping-accommodati>

Guidance on fire safety in housing:
knowledgehub.local.gov.uk/documents/5968631/0/LACORs+guide+to+Housing+Fire+Safety/7c4f19b7-fc5d-4c9c-b90f-eece2b76f671?version=1.0
<https://knowledgehub.local.gov.uk/documents/5968631/0/LACORs+guide+to+Housing+Fire+Safety/7c4f19b7-fc5d-4c9c-b90f-eece2b76f671?version=1.0>

Guide to choosing a competent fire risk assessor

www.avonfire.gov.uk/business-safety

18.00 FIRST AID

General

Employers have a duty to make adequate and appropriate provision for their employees to receive first aid if they are injured or become ill at work. The regulations do not apply to persons other than employees. An assessment of first aid needs must be made taking into account a number of factors, for example, the nature of the work and workplace hazards and the nature, distribution and location of the workforce.

Procedure

As a minimum all Diocesan premises:

- must appoint a suitable person to take charge of first aid arrangements at that location
- must maintain a suitably stocked first aid-box or more than one in larger premises
- determine whether persons who work alone or who travel extensively, should be provided with personal first aid kits/mobile phone or other means of communication
- provide a notice in a prominent position which sets out the first aid arrangements at that location

At locations at which more than 25 persons are normally employed or there are other factors e.g. young and inexperienced persons, then the appointed person, in conjunction with their Line Manager/Parish Priest, must determine whether they also need:

- to appoint a qualified first aider
- provide additional first aid equipment
- provide a first aid room

Appointed persons have the following responsibilities:

- take charge of first aid arrangements
- look after and maintain first aid supplies and equipment
- call the emergency services when required
- appointed persons do not need but may benefit from training in first aid

First aiders must successfully complete a First Aid at Work training course or Emergency First Aid at Work course and hold a valid certificate of first aid training. In most circumstances, an Emergency First Aid at Work course is likely to be appropriate. The Diocese will select a competent training organisation to provide the appropriate training.

Line Managers/Parish Priests must provide the PSD with details of appointed persons and first aiders to enable appointment and training records to be maintained.

First Aid Training Certificates are valid for 3 years and the PSD will alert locations/Parish Priests 3 months before expiry of any certificate so that retraining can be scheduled.

Regulations and Guidance

- Health and Safety (First Aid) Regulations 1981
- Guidance on the Regulations: www.hse.gov.uk/pubns/priced/l174.pdf includes details as to how to make an assessment of first aid requirements, training for first aiders, suggested contents of first aid box etc.

19.00 FOOD SAFETY & HYGIENE

General

Food preparation and processing undertaken on Parish (excluding Parish Priest's private kitchens) and Curia premises must be done so in accordance with the Food Safety & Food Hygiene Regulations.

Anyone consuming food provided on Parish and Curia premises must be able to expect that they will come to no harm.

The highest standards of diligence must be applied to the purchase, storage, preparation and processing (including heating) of food; the cleanliness of kitchen and other surfaces, implements used in the process and personal hygiene of people undertaking or involved in the process.

Procedure

- any persons involved in the processing of food shall undertake appropriate food hygiene training.
- kitchen area shall display a food hygiene guidance note appropriate to the activities being undertaken
- all surfaces that may come into contact with food shall be washed and disinfected before the commencement of any food preparation
- refrigerators used for the storage of food must be provided with the means for observing temperature, which must remain below 4°C at all times
- cooked and uncooked foods must be stored separately
- food must be used before the expiry of the suppliers Use by Date
- all waste must be removed from the kitchen at the end of each day
- the kitchen and other areas used in processing or display of food must be inspected before and after use to ensure the areas are left in a clean and safe condition
- all foodstuffs must be labelled to indicate composition for those who might be allergic or intolerant of ingredients (there are exceptions, a cake donated by a parishioner to the church fete need not be labelled)

In addition to the above, where Parish or commercial kitchens are supplying ANY form of food or drink to the public with any form of regularity or complexity, must be registered with the relevant Local Authorities, Environmental Health Department. An attempt should be made by each Parish providing food to register their kitchen using their local authority online registration form. Ultimately the decision on the requirement to register lies with that local authority having been provided accurate relevant information from a Parish representative. For the avoidance of doubt, the requirement for registration does not extend to the private household kitchens of Volunteers who may be preparing food for Parish events.

For further information visit the Food Standards Agency website:

[www.food.gov.uk/http://www.food.gov.uk/](http://www.food.gov.uk/)

or contact Diocesan Health and Safety Co-ordinator.

20.00 GAS SAFETY

General

An employer must ensure that any gas appliance, flue or installation pipework installed at a place of work they control is maintained in a safe condition. Effective maintenance involves an ongoing programme of regular/periodic inspections, together with any necessary remedial work. Any work on gas appliances including maintenance must only be carried out by gas engineers registered on the Gas Safe Register. [Gas Safe Register - The Official List of Gas Safe Registered Businesses - Gas Safe Register has replaced CORGI registration. Don't cut corners, only use a Gas Safe registered engineer.](#)

There are specific duties on landlords in respect of gas appliances. The two main duties for landlords are: annual safety checks on gas appliances and flues and that a record is kept and issued, or in certain circumstances, displayed to tenants. See arrangements for additional Landlord responsibilities below.

Procedure

The PSD, with the assistance of the Parishes, will produce and maintain an up to date record of all gas appliances etc. including any domestic premises for which the Diocese is responsible.

Each Parish will prepare a schedule for ongoing maintenance of all gas appliances and supply a copy to the PSD. The PSD will maintain an up to date record of maintenance undertaken and copy of maintenance/inspection certificates supplied by the Parishes to the PSD within 28 days of the test. The PSD will subsequently remind Parishes and other locations of the dates by which their gas appliance requires its next test. Certificates will be uploaded to Safetytoolbox, which will highlight due dates.

PSD will develop a system to ensure that remedial work identified during the course of maintenance/inspection, is undertaken within the stated timescales, this will be done by creating subtasks within Safetytoolbox. Parishes/locations must ensure that any gas appliance classified as immediately dangerous remains out of use unless rectified and retested.

Presbyteries and Tenanted Accommodation

Gas appliances in domestic premises such as presbyteries and tenanted accommodation must be checked for safety by a registered Gas Safe Engineer who must be required to provide a Gas Safety

Record often referred to as a Landlord's Certificate (which differs from a simple record of maintenance) within 12 months of installation and thereafter at intervals of no longer than 12 months.

Copies of those certificates and maintenance records must be provided to the PSD within 28 days of the test and the records will be retained by PSD for a minimum of 2 years. These will be uploaded to Safetytoolbox.

As a landlord, the Diocese must ensure that no gas fitting of a type that would contravene Regulation 30 (Gas Safety Regulations 1998), is fitted in any room occupied or to be occupied as sleeping accommodation after the Regulations came into force. This includes any room converted into such accommodation after that time. PSD must confirm that all relevant Diocesan properties are compliant by undertaking or arranging to survey at the expense of the Parish if this information is not otherwise known.

Regulations and guidance

- The Gas Safety (Installation and Use) Regulations 1998
- Approved Code of Practice: www.hse.gov.uk/pubns/books/l56.htm
- A guide to landlord duties re gas safety: www.hse.gov.uk/pubns/indg285.pdf
- General gas safety leaflet for domestic premises: www.hse.gov.uk/pubns/indg238.pdf

21.00 GROUNDS MAINTENANCE

Grounds maintenance should normally be undertaken by competent contractors especially where the use of mechanical or electrical equipment is to be used. Where Parish Priests, employees or volunteers undertake such works they should be competent in the task in hand as well as fit and able to undertake that task.

Grounds maintenance tasks by Diocesan staff and volunteers should be risk assessed by the location 'Responsible Person' (the person in control of premises) or delegated to the person in control of the task (the person with sufficient knowledge of the tasks, the hazards, and how to control risk).

Grounds maintenance tasks by contractor should also be risk assessed, however, the contractor must undertake the risk assessment and provide this to the location 'Responsible Person' and fully satisfy that person that their undertakings will be conducted in a safe manner, so as not to cause harm to themselves or anybody else working on or visiting the Diocesan premises.

See also the following policies, amongst others: policy 29.00 Manual Handling, policy 35.00 Risk Assessment, policy 41.00 Working at Height and policy 42.00 Workplace Equipment.

General

Employers, workers/ volunteers and contractors all need information, instruction and training to enable them to comply with the law and keep themselves and others safe whilst at work

The HSE recommends that Workers who are not directly employees (i.e. self-employed or Volunteers), are included in these arrangements – when they are available. All workers, including non-paid employees, must be provided with the information they need in order to work safely. See: www.hse.gov.uk/involvement/doyourbit/

Procedure

The Diocese will maintain its health and safety training plan which sets out the organisation's training needs, priorities for training and training delivery. Instruction and training will be given to Parish Priests, volunteers, employees and trustees.

Managers/ Parish Priests will assess the training needs of those in their area in conjunction with the Diocesan Health and Safety Coordinator. Assessing the training needs of individuals should include, amongst other things, identifying existing skills, knowledge, and experience, the tasks individuals are expected to undertake and any personal factors e.g. deafness that are relevant. Training needs identified in risk assessments will be prioritised and appropriate arrangements for delivering that training recommended.

The Health and Safety Committee will oversee implementation of the training plan and recommend that the Trustees approve additional resources where priorities are not met within scheduled timescales. The Diocesan Health and Safety Coordinator will provide the Committee/ Trustees with a report on the training plan and its delivery at least annually.

Line Managers are expected to provide informal job based training with additional support as necessary but must ensure, however, that any training provided is appropriate for those being trained.

Employees and other Workers will be given reasonable time and notice to attend training.

Records of formal training attendance will be kept up to date by the Chief Operating Officer and informal training records retained by Line Managers and may be requested by the Health and Safety Coordinator as necessary.

All new Workers must be provided with key health and safety information and instruction and made aware of the health and safety training plan as part of the overall Diocesan induction process.

Regulations and guidance

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Training brief guide
www.hse.gov.uk/pubns/indg345.pdf<http://www.hse.gov.uk/pubns/indg345.pdf>

Health and Safety E-learning courses

We now have several helpful courses available to Clergy, staff and volunteers to increase health and safety awareness. The training is ideally suited to Parish Priests and others within the Parish who have or wish to assist with Health and Safety responsibilities. Requests for training should be made via the Parish Priest and sent to the Diocesan Health and Safety Coordinator or the Property Services Department at Alexander House via email or telephone... lisa.williams@cliftondiocese.com or 0117 9025592.

The courses are offered free of charge and can be undertaken on various devices including PC and Tablet. The courses are a mixture of written text and video footage so headphones are recommended to support the experience.

Once a request for training has been submitted and approved an access link will be sent via email to the email address provided by the applicant. An email address is required to provide course access and only one user can be registered to an email address on the E-learning system, so multiple users cannot use the same Parish email address for example. Any private email addresses submitted will be used only by the Clifton Diocese and our E-learning provider iHasco, it will not be shared with third party companies.

23.00 LANDLORD RESPONSIBILITIES

General

In addition to the duties landlords have for gas and fire safety as set out above, the Clifton Diocese, as a landlord, has additional health and safety responsibilities. In essence, landlords must ensure that premises they let are maintained in a safe condition. This applies to all residential property but, for other types of commercial property, is dependent upon the terms of the lease. The obligation includes the external fabric of the building and any common parts e.g. hallways and communal lifts as well as electrical safety, legionella water management and management of asbestos.

See sections 4.00, 13.00, 19.00, 23.00, 24.00 and 27.00 amongst others.

Procedure

PSD will develop a system to identify all property for which the Diocese is responsible as landlord and keep the records of its properties up to date.

PSD will prepare a risk assessment for individual properties or for a group of properties for which it is responsible where they are sufficiently similar, which will set out any statutory checks and establish a schedule of ongoing maintenance, both type and frequency, to ensure properties are maintained in a safe condition.

Regulations and guidance

- Health and Safety at Work Etc. Act 1974
- The Housing Act 2004

- Example of risk assessment for flats: www.hse.gov.uk/risk/casestudies/flats.htm

24.00 LEGIONELLA

General

Legionella is the collective name given to the pneumonia-like illness caused by legionella bacteria and employers need to take a range of measures to avoid the health risks associated with exposure to legionella. The bacterium is a common one which survives and multiplies in natural and fresh water supplies such as rivers, lakes and ponds. Man-made water systems e.g. hot and cold water systems can be a potential source of growth of legionella and can provide environments which promote spread and infection. Stagnant water and dead-legs of piping containing water at certain temperatures are cause for concern.

Causes for concern can include (but are not limited to):

- Air-conditioning units
- Cooling towers
- Baptismal pools and Fonts
- Decorative fountains
- Water reservoirs in humidifiers
- Shower heads and baths

Safe water temperatures

The table below illustrates the bands of safe and dangerous water temperatures. Water temperatures in the range of 20°C to 45°C favour growth. It is uncommon to find bacteria proliferation below 20°C and it does not survive above 60°C.

TEMPERATURES	WHAT HAPPENS TO THE LEGIONELLAE AT THIS TEMPERATURE
Below 20°C	The organism can lay dormant at much lower temperatures and return to active multiplication whenever more favourable conditions occur.
Between 20°C and 37°C	Multiplication increases as temperature rises above 20°C and reaches its peak at 37°C.
Between 37°C and 46°C	Multiplication continues, however, it slows down above 37°C and ceases around 46°C.
Approx. 50°C	The environment becomes slightly hostile to the bacteria, some of which will be killed in a few hours.
Approx. 60°C	The environment becomes very hostile to bacteria, most of which will be killed in a few minutes.
Approx. 70°C	The bacteria are killed almost instantaneously.

The Approved Code of Practice L8 states that you must maintain your water temperatures as follows:

Cold water outlets – these must be below 20°C within 2 minutes of running the outlet

Hot water outlets – these must be above 50°C within 1 minute of running the outlet

Calorifiers – the water must be stored at 60°C and any return back to the calorifier should be at least 50°C.

Procedure

PSD/ Parish will appoint a Competent Person (external e.g. a member of the Legionella Consultants Association) to carry out a risk assessment. PSD will develop a procedure to identify hot and cold water systems, including those of domestic premises, which need to be considered and, where possible, provide details of design, configuration and any modifications to the Competent Person as necessary.

If the Competent Person concludes that risks, in a given location, are insignificant and are being properly managed, no further action need be taken other than to periodically review in case anything has changed.

If a risk(s) is identified, the Diocese will appoint a “Responsible Person” i.e. a person with sufficient and relevant knowledge and expertise to take on responsibility for managing risks from legionella. The Responsible Person will develop appropriate controls etc. for preventing legionella growth, taking into account relevant technical and legal requirements.

The Responsible Person will record significant findings and the steps being taken to control or prevent risk.

PSD will develop a system to ensure that appropriate controls are being applied and that risk assessments are updated as necessary.

NB: Water systems should be flushed through regularly (e.g. weekly or sooner, premises-specific requirements would be included in a competent Legionella Water Assessment). This may occur naturally during day-to-day use of an occupied premises, however, unoccupied premises will need water management too. It is recommended that services are disconnected in a planned closure of a property. If a water system is disconnected during closure then a system treatment and flush through by competent contractor is likely required before reinstating. If buildings are intermittently closed but with water systems connected, as they were during national lockdowns within the COVID-19 pandemic, these systems should be flushed through (taps and showers turned on for a minute or two, toilets flushed) by the person in control of premises (or person nominated by them) to avoid water stagnation.

Regulations and guidance

- Approved Code of practice and guidance: www.hse.gov.uk/pubns/books/l8.htm
- Brief guide for employers and landlords to legionella: <http://www.hse.gov.uk/pubns/indg458.htm> <http://h/>
- Audit checklists for “Responsible Person” as defined in the Regulations: <http://www.hse.gov.uk/pubns/priced/ck02.pdf>

25.00 LIFTING EQUIPMENT & LIFTS

General

Employers have a duty to ensure, amongst other matters, that lifting equipment and any lifting accessories are suitable, thoroughly examined, properly maintained and used correctly to avoid risk

of injury to any person. The definition of lifting equipment is very broad and includes fork lift trucks, goods and passenger lifts. The definition of lifting accessories includes chains, slings and eyebolts.

Procedure

Line Managers/Parish Priests (with assistance as necessary from PSD) must identify all existing items of lifting equipment and passenger or goods lifts capable of being used at premises for which they are responsible.

PSD will develop and maintain an up to date record of all lifting equipment and lifts. Line Managers/Parish Priests must notify the PSD promptly of any new lifting equipment/lifts. Where lifting equipment is disposed, PSD must be notified to enable records to be updated.

Line Managers/Parish Priest must ensure that lifting equipment is thoroughly examined by a Competent Person (i.e. at least six monthly for accessories and equipment used for lifting people and, as a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a Competent Person.

Line Managers/Parish Priests must retain a copy of certificates of thorough examination, these should be uploaded to Safetytoolbox and any remedial actions added as subtasks.

PSD will ensure that remedial work identified during the course of thorough examination is undertaken within the stated timescales. Parishes/locations must ensure that any lifting equipment which the Competent Person determines, is unfit for use, remains out of use unless and until the defect(s) has been remedied and re-tested/examined as necessary.

Line Managers/Parish Priests must ensure that lifting equipment is maintained in accordance with the manufacturers and Competent Person's recommendations. Maintenance must only be undertaken by persons with the appropriate skills and knowledge. Maintenance records must be kept up to date and state when and by whom any repairs are carried out, these should be uploaded to Safetytoolbox.

Line Managers/Parish Priests must ensure that any lifting operations are properly planned and carried out by Competent Persons.

Regulations and guidance

- Lifting Operations and Lifting Equipment Regulations 1998
- Approved Code of Practice and guidance: www.hse.gov.uk/pUbns/priced/l113.pdf
- Brief guide: www.hse.gov.uk/pUbns/indg290.htm
- Brief guide to thorough examination: www.hse.gov.uk/pUbns/indg422.pdf

NB: Sanctuary Lamps can incorporate a lifting mechanism, however, information provided by our insurers and the HSE categorises such items as 'Suspended decorative features' and are not subject to LOLER inspection requirements (See our 'Suspended (Heavy) Items' section 39:00 for more info).

NB: Font covers with mechanism to lift the cover (load) will likely be subject to LOLER inspection requirements.

26.00 LIGHTNING CONDUCTORS

The provision of a lightning protection system depends on the type of building under consideration. Churches and other prominent places of worship have historically suffered from the effects of

lightning. A specialist should be consulted to assess the need for lightning protection, but as a basic rule, if your property or structure sits higher than neighbouring properties/ structures, lightning protection is usually required.

Lightning protection systems are fixed installations that need very little routine maintenance, other than periodic visual checks of the systems, and testing of the conductor continuity and resistance to earth.

Systems should be designed and installed in accordance with the British Standard BS EN 62305 (previously BS 6651, Code of practice for protection of structures against lightning) which helps assess the need for protection against a series of factors concerning the location, use and construction of a structure.

If a Diocesan/ Parish property or structure has a lightning protection system it must be inspected, tested and maintained.

Whilst BS EN 62305 recommends that lightning protection systems should be inspected and tested at fixed intervals, preferably not exceeding a twelve month period, testing and inspection by a competent person may dictate a longer or shorter period for inspection, depending on their findings. An inspection and test is also advisable following a strike or suspected strike as some damage may have occurred. Records of inspections and tests should be retained and maintained, these should be uploaded to Safetytoolbox.

27.00 LONE WORKING & PERSONAL SAFETY

General

Lone Working

Employers must consider the risks to Workers who may work alone and take appropriate steps to control risks where necessary. A risk assessment may indicate that lone working is acceptable provided certain steps are taken e.g. additional training, careful selection of work equipment and emergency arrangements/means of seeking assistance etc. The key objective is that Lone Workers should not be put at greater risk than other Workers. Normal work and foreseeable emergencies must be considered. Employers must set limits on what Lone Workers may or may not do.

Other Situations

Circumstances may also arise in which Parish Priests, employees, Volunteers or other Workers may be, or may feel themselves to be, at risk of verbal or physical abuse or witness anti-social behaviour by people entering church property even though they themselves may not be alone. The Diocese is aware of a small number of incidents in which threatening or abusive behaviour by others has occurred. Although the precise nature or frequency of such instances cannot be predicted, the guiding principle is that Parish Priests, employees etc. should have their personal safety uppermost in mind and should not take any action which might put them at further risk.

Procedure

Lone Working

(There may be an overlap with 'Other Situations' see below) Line Managers/Parish Priests must identify and carry out a risk assessment for themselves and any other Worker who may be required to, or are likely to find themselves working alone e.g. a worker/ volunteer carrying out cleaning in a church alone or required to visit buildings and other property alone.

Line Managers/Parish Priests must ensure that Lone Workers are sufficiently experienced in the work they are required to undertake and understand the controls identified in the risk assessment. The objective is to identify those situations where lone working increases risk for the individual concerned and to develop appropriate controls e.g. Parish Priest not required to answer the door when alone at night, administrator working alone locks the front door to the premises, and Parish Worker considers the risk relating to visiting other parishioners alone at night.

Whilst Line Managers/Parish Priests will help equip Lone Workers by undertaking risk assessments etc. as above, a Lone Worker also has responsibility for their own health and safety and should not place themselves in situations that might threaten their health and or safety. The Diocesan Health and Safety Adviser may be contacted for advice if necessary.

Other situations

(There may be overlap with 'Lone Working' see above) Staying calm and avoiding getting into any argument, challenging the individual or using verbal threats/ gestures which may, even in the remotest of ways be deemed as aggressive, may be sufficient to avoid an incident.

However, anyone who feels threatened by an individual should look for (and feel able to take) an opportunity to find an exit from the area or situation and contact the police. The incident should also be notified to the Line Manager/Parish Priest as soon as possible who will then notify the PSD.

Where a risk of violence or aggression can reasonably be foreseen and control measures do not reduce the risk sufficiently then additional awareness or other training must be provided.

Regulations and guidance

- Management of Health and Safety at Work 1999
- Brief guide: www.hse.gov.uk/pubns/indg73.pdf
- Guide to managing risk of violence: www.hse.gov.uk/violence/conclusions.htm
- www.suzylamplugh.org/personal-safety-tips/

28.00 MANAGEMENT OF CONTRACTORS

General

Where contractors are engaged to carry out work then the Clifton Diocese (including Parishes), as well as the contractor, has responsibility for the health and safety of the contractors and any other person who may be affected by their activities. This responsibility can be met by ensuring that good levels of communication and co-operation between the Diocese and contractor(s) are established from the outset and maintained whilst work is ongoing.

It is likely that the majority of contractors engaged by the Clifton Diocese will be carrying out "construction work". Construction work is a legally defined and very broad term. As well as more apparent construction activities, it includes renovation, repair, redecoration, upkeep or other

maintenance. In English Law the only legal entity is the Clifton Diocese (individual Parishes do not exist as a legal entity under English Law) and consequently, all construction work is undertaken in the name of the Clifton Diocese. When the Clifton Diocese engages contractors to carry out construction work, the Clifton Diocese will be a “client” as defined and have specific duties under the recently revised (2015) Construction Design Management Regulations which are in addition to its general health and safety duties.

Procedure

Heads of Department, Line Managers or Parish Priests must clearly identify the job for which a contractor needs to be engaged. They must have sufficient knowledge of the work involved and the skills required of a contractor to enable them to ensure a competent contractor is selected. PSD will provide a check list to assess the competency of a contractor or will be able to advise if requested.

PSD will develop a contractor selection process to assist Line Managers/Parish Priests to make a judgement about the level of risk involved in a job and the competence required of a contractor to undertake that job safely. PSD will trial the process to ensure it is suitable for low risk work e.g. a Parish engaging a plumber to fix a leaking stop tap and for higher risk work e.g. Parish engaging an arborist to fell a large diseased tree.

Those engaging contractors must discuss the planned work with the contractor and consider who might be harmed and in what way and agree how any risks identified will be controlled. For low risk work, as in the plumbing example above, this may amount to little more than a phone call to agree a date, how access is to be provided for the contractor, arranging for Workers/persons on site to be notified of the work and asked to vacate the area whilst the repair is carried out. Higher risk activities will require a more specific assessment of risk which will need to be recorded.

Having chosen a competent contractor the Line Manager/Parish Priest/employee must consider whether a pre-contract meeting should be held. Such a meeting enables the Diocese to explain their Health and Safety Policy, notify the contractor of any specific health and safety risks on site of which they need to be aware (e.g. the presence of asbestos) and inform the contractor of relevant emergency procedures and requirements for such things as Hot Works Permit. The Diocese should also set out their expectations of the Health and Safety standards of the contractor.

A contact person from each organisation should be appointed to maintain ongoing communication, liaison and review. The frequency of formal meetings to discuss progress and resolve any health and safety issues, must be agreed and ad hoc meetings may also be needed to deal with emerging or unforeseen issues. The Diocesan contact must have the authority to challenge contractors if they suspect health and safety standards are not being met.

Contractors must be informed that they must notify the Diocese before attempting to gain access to or start work. Staff engaging a contractor must arrange for any other persons who may be affected by the contractors work to be notified of the work and provided with other relevant information e.g. during work on front entrance only access route to car park via rear entrance and Workers must not attempt to use front door.

For more complicated works a Principal Designer (not necessarily an architect but otherwise qualified and ‘competent’) must be appointed. If construction work is being carried out (remember the very broad definition) then, where there is one contractor working they need to create a written construction phase Health and Safety plan. If there are two contractors or more than one, one of them will need to be appointed as the Principal Contractor e.g. a new ceiling is to be put in and an electrician is required to isolate the light then typically two contractors are going to be needed.

When a construction project is expected to last longer than 30 working days and have more than 20 workers at the same point OR exceeds 500 person days, the project must be notified to the Health and Safety Executive (HSE). Contact PSD for further information, if you have a project of this size.

The Diocese will develop and maintain a central list of approved contractors for future versions of this manual.

Regulations and guidance

Management of Health and Safety at Work 1999

Construction (Design and Management) Regulations 2015

Guide to client duties under CDM: www.hse.gov.uk/pubns/indg411.pdf

Detailed guide (developed for the chemical industry primarily but contains relevant practical advice for employers generally on managing contractors: <http://www.hse.gov.uk/pubns/priced/hsg159.pdf>

Brief guide: www.hse.gov.uk/pubns/indg368.pdf

29.00 MANAGEMENT OF RISK FROM FALLING TREES OR BRANCHES

General

Each year between 5 and 6 people in the UK are killed when trees or branches fall on them. Around 3 people are killed each year by trees in public spaces. Whilst these statistics show that the risk is low, employers and persons carrying out undertakings or in control of premises, have a duty in law to do all that is reasonably practicable to ensure that people are not exposed to risk to their health and safety.

Doing all that is reasonably practicable does not mean that all trees have to be individually examined on a regular basis. A decision has to be taken on what is reasonable in the circumstances and this will include consideration of the risks to which people may be exposed.

Procedure

The premises/ Parish Responsible Person will undertake an overall assessment of risks from trees - identifying groups of trees by their position and degree of public access. This will enable the risks associated with tree stocks to be prioritised, and help identify any checks or inspections needed.

A recommended approach to managing the risks from trees is 'zoning' trees according to the risk of them or their branches falling and causing serious injury or death. As a minimum, trees should be divided into two zones:

Zone one- where there is frequent public access to trees (e.g. popular footpaths or church grounds, car parks, or at the side of busy roads). As a rough guide trees in Zone 1 are those that are closely approached by many people every day.

Zone two- where trees are not subject to frequent public access.

PSD will develop a system for managing tree safety which includes:

- A short record and/or marked plan of when an area or zone or occasionally an individual tree has been checked or inspected with details of any defects found and action taken.
- A method for obtaining specialist advice/assistance from an experienced tree surgeon or other specialist who will be able to advise on necessary remedial action.
- A means to enable people to report damage to trees, such as vehicle collisions, and to trigger checks following potentially damaging activities such as work by the utilities in the vicinity of trees or severe gales.
- Procedures for ensuring the safety of the public during high winds, for example, where practicable by closing or restricting access to e.g. church grounds, car parks or footpaths.
- Monitoring to ensure that the arrangements are implemented in practice.

Regulations and guidance

- Health and Safety at Work etc. Act 1974
- General guidance: [www.forestry.gov.uk/pdf/FCMS024.pdf/\\$file/FCMS024.pdf](http://www.forestry.gov.uk/pdf/FCMS024.pdf/$file/FCMS024.pdf)

30.00 MANUAL HANDLING

General

Manual handling is one of the most common causes of injury at work and can occur almost anywhere in any workplace. Employers have a duty to manage risk arising from manual handling. Manual handling is defined as: *“any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force”*.

The regulations specify a hierarchy of measures for dealing with risks from manual handling:

- avoid hazardous manual handling operations so far as is reasonably practicable;
- assess any hazardous manual handling operations that cannot be avoided; and
- reduce the risk of injury so far as is reasonably practicable.

It is not expected that every single manual handling task must be risk assessed and a proportionate approach in which similar tasks are grouped, may well be appropriate.

Procedure

Line Managers/Parish Priests, must in consultation with Workers, identify manual handling tasks which can reasonably be anticipated to be undertaken in their area of responsibility where it is considered that the task places person(s) at risk of injury. Line Managers/Parish Priests should consult with Workers to establish this information as accurately as possible.

The Parish Risk Assessment should be used as a starting point for Line Managers/Parish Priest to determine whether a more detailed risk assessment is required for any significant manual handling activities which may involve a higher level of risk. A more detailed risk assessment will need to be considered.

- The assessment will need to consider the requirement to pull, push and/or lift any load (including the pulling, pushing and/or lifting of any load over a distance) and what suitable lifting aids may be required.

- Individual capability including gender, fitness, strength, existing health conditions or pregnancy
- Load - including weight, size, shape
- Environment - surface the load is to be moved across, lighting, weather, obstacles and the viability of rest/recovery period

The Diocese will provide training and guidance for Line Managers/Parish Priests who may be required to carry out manual handling risk assessments and to Workers carrying out manual handling tasks for which specific training has been identified as a control measure.

The HSE offer the Manual Handling Assessment Chart (MAC tool) to help quantify what should or shouldn't be lifted and extra measures needed to do so safely. This very useful tool and supporting information can be found here... <http://www.hse.gov.uk/pubns/indg383.pdf>

Regulations and guidance

- The Manual Handling Operations Regulations 1992 as amended
- Approved Code of Practice and guidance: www.hse.gov.uk/pubns/priced/l23.pdf
- Brief guide and contains risk assessment guidelines: www.hse.gov.uk/pubns/indg143.pdf

31.00 MENTAL HEALTH

General

1 in 4 people in the UK will have a mental health problem at some point, mental health is about how we think feel and behave. Anxiety and depression are the most common mental health problems. Mental health issues have a wide variety of both mental and physical symptoms including;

- Confusion
- Depression
- Social withdrawal
- Fear
- Fatigue
- Difficulty sleeping
- Aches and pains (with no obvious cause)

Whether work is causing the health issue or aggravating it, employers have a legal responsibility to help their employees. Work-related mental health issues must be assessed to measure the levels of risk to staff. Where a risk is identified, steps must be taken to remove it or reduce it as far as reasonably practicable.

Some of the work related factors that can impact on mental health are excessive/insufficient workload, lack of training, poor pay, poor communication, stigma around mental health, harassment and bullying. Working from home can result in isolation and a lack of structure and support.

Procedure

All employees are provided with a job description, which specifies their roles and responsibilities.

Heads of Department, Line Managers and Parish Priests are to complete regular 1 to 1 meetings with the employees they are line managers for. Employees, should raise any issues either during these or as necessary, should the employee feel unable to discuss this with the line manager.

It is Diocesan Policy that everyone is treated with dignity and respect, this is included within the Employee Handbook. If someone feels they have suffered any form of harassment or bullying they are encouraged to speak to the person involved and seek to resolve the issues. If this is not possible the Diocesan Grievance Procedure is to be followed, a letter should also be sent to the line manager who may seek advice from the Diocesan HR Committee.

The Diocesan Working From Home Policy allows employees to work from home for 1 or 2 days a week, which should reduce the impact of any isolation or lack of structure. In addition to this the use of teams for chat, calls and video calling, provide employees with the reliable means of interaction with the manager and colleagues. Where an employee has a problem with a manager they should go to the next step up the management structure.

Heads of Department, Line Managers and Parish Priests are all provided with Mental Health Awareness for Managers training through the online training provider IHasco.

There are a number of mental health related training courses available from IHasco, these are open to all employees on request. All employees were notified of this in a Mental Health Awareness Bulletin.

Regulations and guidance

- HSE stress at work page (Inc. numerous helpful tools): <http://www.hse.gov.uk/stress/>
- Nice Guideline – Mental wellbeing at work: [Overview | Mental wellbeing at work | Guidance | NICE](#)

32.00 OCCUPATIONAL HEALTH

General

Occupational Health is a multidisciplinary field of health concerned with enabling an individual to undertake their occupation, in the way that causes least harm to their health. This may include the following;

- Implementing health or medical surveillance
- Ensuring workers are medically fit to undertake the role required
- Reviewing risk assessments when a worker is returning to work following a sickness absence or declares a health condition

Procedure

The Diocese will provide access to Occupational Health Services on a case by case basis e.g. Worker reports significant health problems believed to be connected to an activity at work.

Regulations and guidance

- Government Occupational Health helpline: www.hse.gov.uk/business/occupational-health-advice.htm

33.00 OVERSEAS TRAVEL

General

Although UK health and safety does not apply overseas, the Diocese remains under a legal duty to plan for the safety of its staff and Workers who may travel abroad on Diocesan business. All overseas trips need to be properly planned and relevant information about the country(s) to be visited taken into account. (See Section 15.00 Events and Activities)

Procedure

Any Worker, including Parish Priests or other leader of a group travelling abroad must ensure they allow sufficient time before their intended date of travel to plan appropriately for the safety of all those participating in the trip.

The travel group leader must obtain up to date information about the security, and general health and safety situation for the countries being visited and take this information into account when carrying out a risk assessment for the trip.

A risk assessment must be prepared and a copy of the risk assessment for each overseas trip must be sent to the Diocesan Health and Safety Co-ordinator sufficiently in advance of the intended date of travel, to enable the risk assessment to be amended if necessary. This is especially important if travel includes countries to which the UK Government advises against travel. The risk assessment should indicate whether particular vaccinations or other health measures are recommended and ensure all those travelling are aware of the recommendations. It should also include details as to how contact will be maintained especially in an emergency situation.

Details of the itinerary, including details of travel and accommodation and contact details in UK and abroad must be provided to the relevant Line Manager or other person e.g. Health and Safety Co-ordinator.

The Finance Administrator/Chief Operating Officer must be informed sufficiently in advance of any planned travel to enable necessary insurance or other travel documents to be obtained.

Guidance

www.gov.uk/browse/abroad

34.00 PERSONAL PROTECTIVE EQUIPMENT (PPE)

General

Employers may need to provide personal protective equipment as a last resort in circumstances where risks to health and safety cannot be controlled by other means. Personal protective equipment (PPE) includes (but is not limited to) safety footwear, gloves and eye protection. Any personal protective equipment supplied must be suitable, properly maintained and offer adequate protection against the harm for which it's provided.

Procedure

Line Managers/Parish Priests must identify where there is a need for personal protective equipment in their area of responsibility as part of undertaking a Parish Risk Assessment. Protective equipment includes gloves, eye and hearing protection. There is a range of advice on suitable PPE from trade suppliers. PSD can provide advice on this.

Line Managers/Parish Priests must be provided with sufficient instruction, information and training to enable them to carry out risk assessments to identify the need for any personal protective equipment and if necessary should seek advice from the Diocesan Health and Safety Co-ordinator in the first instance.

Line Managers must ensure that suitable, personal protective equipment, is provided to Workers where such equipment is identified as necessary and must check that Workers use such equipment where provided. Sufficient training, information and instruction must be provided to Workers to enable them to wear and maintain any personal protective equipment and they must be made aware of the arrangements for replacing worn or defective equipment.

Regulations and guidance

- The Personal Protective Equipment Regulations 2002 and the Personal Protective Equipment at Work Regulations 1992 (as amended)
- Brief guide: www.hse.gov.uk/pubns/indg174.pdf

35.00 PREGNANT & NURSING MOTHERS

General

Employers are under a general duty to assess risks and put in place measures to control those risks. In addition risk assessments should include any specific risks to females of childbearing age who could become pregnant, and any risks to new and expectant mothers. These risks can be from any process, working conditions, or physical, biological or chemical agents.

Procedure

Where any employee provides written notification to the Diocese stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, her Line Manager should complete an individual risk assessment.

- Review your existing general risk assessment and controls for pregnant workers and new mothers

- Talk to them to see if there are any conditions or circumstances with their pregnancy that could affect their work
- Discuss any concerns they have about how their work could affect their pregnancy

You must regularly review the risk assessment as the pregnancy progresses or if there are any significant changes to work place, activity or employee health/condition.

If that risk assessment identifies any risks to the health and safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures required under other relevant health and safety legislation, then employers must take action to remove, reduce or control the risk.

If the risk cannot be removed the Line Manager, in discussion with other colleagues e.g. Diocesan Health and Safety Co-ordinator or Chief Operating Officer will need to determine what action should be taken. The hierarchy of options is set out below

- Action 1 - Temporarily adjust her working conditions and/or hours of work; or if that is not possible
- Action 2 - Offer her suitable alternative work (at the same rate of pay) if available, or if that is not feasible;
- Action 3 - Suspend her from work on paid leave for as long as necessary, to protect her health and safety, and that of her child.

Regulations and Guidance

- The Management of Health and Safety at Work etc. Regulations 1999
- Guidance and FAQs: <http://www.hse.gov.uk/mothers/law.htm>

36.00 PRESSURE SYSTEMS (BOILERS ETC)

General

Employers have a duty to manage the risks from failure of pressure systems* to prevent injury. The common pressure systems include boilers and related pipework and pressure gauges amongst others. The employer's duties include installing and maintaining safe equipment, providing training and ensuring equipment is thoroughly examined by a Competent Person.

*A pressure system to which the regulations apply is any system where there is steam at any pressure, gases which exert a pressure in excess of 0.5 bar above atmospheric pressure and fluids which may be mixtures of liquids, gases and vapours where the gas or vapour phase may exert a pressure in excess of 0.5 bar above atmospheric pressure.

Procedure

PSD will, with the help of Parishes, identify all pressure systems as defined by the regulations.

PSD will develop and maintain an up to date record of all pressure systems identified.

Line Managers/Parish Priests must notify the PSD promptly of the installation of any new pressure system. Where a pressure system is replaced or taken out of service (other than for maintenance or testing) PSD must be notified to enable records to be updated.

PSD will ensure that a written scheme of examination for pressure systems, to which the regulation applies, is drawn up by a Competent Person and arrangements made for periodic examination in accordance with the written scheme by a Competent Person.

Where Line Managers/Parish Priests are responsible for examination they must provide a copy of examination certificate to the PSD within 28 days of the examination, these should be uploaded to Safetytoolbox and any remedial works added as subtasks.

PSD will monitor to ensure that remedial work identified during the course of examination is undertaken within the stated timescales. Parishes/locations must ensure that any pressure system which the Competent Person determines is unfit for use remains out of use unless and until the defect(s) has been remedied and re-tested/examined as necessary.

Line Managers/Parish Priests must ensure that boilers and other pressure systems are maintained in accordance with a schedule of maintenance which reflects the age, working conditions, history of the plant etc. PSD will determine whether sufficient in-house expertise exists to draw up maintenance schedules and arrange for external expertise to assist where necessary. Maintenance must only be undertaken by persons with the appropriate skills and knowledge. Maintenance records must be kept up to date and state when and by whom any repairs are carried out.

Regulations and guidance: Pressure Systems Regulations 2000

Approved Code of Practice and guidance: www.hse.gov.uk/pubns/priced/l122.pdf

Brief guide: www.hse.gov.uk/pubns/indg261.pdf

37.00 RISK ASSESSMENT

General

As part of managing health and safety at work, employers need to control risks and risk assessment is the process by which risks and necessary control measures are identified. It is the cornerstone in achieving compliance with Health and Safety Legislation. It is important that the Risk Assessment Guide and any Model Parish Risk Assessment templates (available from the Diocesan Health and Safety Coordinator) are read in conjunction with this section.

The Clifton Diocese recognises that managing health and safety is an integral part of managing the work of the Diocese. It also recognises that sufficient time and effort needs to be expended on developing risk assessments which in turn are effective in controlling risks. The complexity and level of detail required in any particular risk assessment must reflect the nature and level of risk identified and the controls needed to manage that risk.

The Clifton Diocese will provide the necessary guidance, support and training for Line Managers and others who may be required to carry out risk assessments and recognises that in some instances additional competent health and safety advice will be needed.

Procedure

Line Managers/Parish Priests must consider how accidents or ill health might arise in their area of responsibility and concentrate their efforts on real risks i.e. those that are most likely and which will cause most harm.

Line Managers/Parish Priests are encouraged to involve other Diocesan Workers so that the full range of activities are considered including those less obvious or carried out infrequently. Workers who are familiar with these activities may also be well placed to suggest practical and effective control measures.

Line Managers/Parish Priests should undertake risk assessments in a systematic manner to:

- identify the hazards associated with work activities
- identify who could be harmed by those hazards
- identify how risks are managed at present and what further steps might be required to reduce the risks further. These are your control measures.
- record the findings of your assessment and inform those at risk of the controls
- review the risk assessment on a regular basis, e.g. if the staff, the activity, or the equipment used change.

Line Managers/Parish Priests should ensure they look at each activity as critically as possible, observing how it is carried out, and checking existing guidelines and information. Checking accident reports and inspection and maintenance records may also provide useful information which should be taken into account.

The model Parish Risk Assessment templates, Health and Safety Policy arrangements and guidance, should be used as the starting point for carrying out and recording risk assessments in Parishes. In some cases the model risk assessment may require little adaptation. The determining factor will be whether the Parish Risk Assessment is fully and directly relevant to any particular location or activity or feature of the site.

Generic risk assessments have been prepared for a typical Parish and for an example off-site Parish activity but other risks may also need to be subject to specific risk assessment e.g. erection of large Christmas tree in the Cathedral.

Line Manager/Parish Priest must prepare the necessary risk assessments for their area of responsibility and provide a copy of each risk assessment to the Health and Safety Co-ordinator.

The Diocesan Health and Safety Co-ordinator will offer training and information for those undertaking risk assessments and will further assist Line Manager/Parish Priests if requested.

The Diocesan Health and Safety Co-ordinator will develop a system to check risk assessments for adequacy, check that risk assessments are kept up to date and use the collated information to share and promote best practice across the Diocese.

The Diocesan Health and Safety Co-ordinator will notify Heads of Department/Bishop/Trustees if risk assessments are not undertaken. A written reminder must be given and training or other assistance (including external) provided as necessary.

Regulations and guidance

Management of Health and Safety at Work Regulations 1999

Detailed guidance on controlling risk: www.hse.gov.uk/pubns/priced/hsg268.pdf

Brief guide: www.hse.gov.uk/pubns/indg163.pdf

38.00 SAFEGUARDING

Please be directed to the link on the Clifton Diocese website or contact the Diocesan Safeguarding Co-ordinator at Alexander House.

<https://cliftondiocese.com/departments/safeguarding/>

39.00 SLIPS & TRIPS

General

Slips and trips are the single most common cause of accidents at work. It is important that Parish Priests and Line Managers take appropriate action to avoid these risks. A slip or trip accident may appear trivial but such accidents can and do result in serious injury or permanent disablement. There are a range of simple and cost-effective solutions which can be applied to avoid most slip and trip accidents.

This is particularly important in premises open to the public because some visitors may have limited mobility or vision and may therefore not only be more likely to fall over but the consequences may be much more serious. Uneven floors, winter ice, rain blowing under doors or roof leaks are all examples of issues that can arise.

Procedure

Parish Priests must assess slip and trip risks in their areas of responsibility. Risks and control measures must be included in their Parish risk assessment. Line Managers must ensure that slip and trip risks are considered in the risk assessments for their areas of responsibility and that control measures are in place.

Line Managers/Parish Priests must be provided with sufficient instruction, information and training to enable them to carry out slip and trip risk assessments. The model Parish risk assessment and e-learning package and slip and trip hazard spotting list referred to below, may be particularly useful.

Line Managers/Parish Priests must provide Workers and Volunteers with sufficient information and instruction about slip and trip risks and the controls needed to manage these risks. They will need to develop appropriate arrangements to confirm that the risk assessment is applied in practice e.g. appoint a Worker to walk around the area periodically to spot any slip and trip hazards and take action to deal with any hazards found.

Any incidence of a slip, trip or fall must be reported to the Diocesan Health and Safety Co-ordinator, in the prescribed manner, as soon as possible. Also see policy 3.00 Accidents, ill health and near-miss reporting and recording.

Regulations and guidance

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

HSE A brief guide – Preventing slips and trips at work; www.hse.gov.uk/pubns/indg225.pdf

General

Smoke Free Legislation was introduced in England in 2007 banning smoking in nearly all enclosed workplaces and public spaces in accordance with the requirements of the **Health Act 2006**.

It is the policy of the employer to protect employees, Volunteers, service users and visitors from exposure to second-hand smoke and the consequential adverse effects for example lung cancer.

Examples of smoke free areas are:

- All enclosed or substantially enclosed areas accessible to members of the public
- Enclosed or substantially closed indoor areas used as workplaces (i.e. offices, tea rooms, break rooms, kitchens etc.)
- Vehicles that are used for a work purpose including voluntary work and transportation.
- Private dwelling - areas open to the public (e.g. stairwells and meeting rooms.)
- Private dwelling - during the visit of other Workers (cleaners etc.)

Exemptions from smoke free environment include:

- Private dwelling houses (subject to the restrictions mentioned above)
- Designated bedrooms (i.e. designated bedrooms in hotels that meet specific requirements)
- Private motor vehicles - in addition to the restrictions mentioned above, it is illegal to smoke in a car (or another vehicle) when anyone under 18 is present.

Procedure

Smoking is not permitted on or in any Diocesan premises except in external open designated areas (which may include smoking shelter providing it is not substantially enclosed - as defined).

Smoking is not permitted in any private car whilst that car is being used for work/ any Diocesan task.

Requisite 'No Smoking' notices must be displayed at all main entrances to the premises

Due to the lack of sufficient long-term exposure data for products used for vaping, the use of vaping equipment is to be treated the same as smoking.

Regulations and Guidance:

- www.hse.gov.uk/contact/faqs/smoking.htm
- www.gov.uk/smoking-at-work-the-law
- www.smokefreeengland.co.uk/
- www.gov.uk/government/news/smoking-in-vehicles

41.00 SUSPENDED (HEAVY) ITEMS

General

Approximately 30% of all the fatal accidents in Great Britain between 2003 and 2009 involved the fall of a heavy item.

Typical incidents have included: inadequate supports; incorrectly estimating of the weight or centre of gravity of a load, and over estimation of an individual's capability to support a load or restrain its movement.

It is strongly recommended that heavy suspended items within the Church, such as chandeliers (lights/ candles), crosses, canopies, overhead heaters, heavy drapes/ wall decorations etc are periodically inspected for safety by a competent person as part of a risk-based inspection scheme. Particular attention should be paid to the condition of chain links, wires and cables, as well as to the mounting points.

If a suspended item has to be moved or temporarily supported, it is crucial that the risks involved are assessed and a plan of action is properly thought through. Access equipment, lifts, or the use of temporary supports may be 'one offs' and will inevitably require more knowledge and skill than routine tasks. Such tasks will require a competent contractor with relevant insurance cover, and experience, and must satisfy the Parish/ Diocese by complying with all other relevant contractor checks.

Procedure

Suspended heavy items that could cause harm by falling must be inspected for safety by a competent person as part of a risk-based inspection scheme. The Diocese has formulated a process in conjunction with our insurers to comply with health, safety, and insurance requirements.

- Identify any heavy, suspended items as described above and arrange/ facilitate an initial assessment of how securely items are supported and identify any immediate risks and take appropriate actions.
- Obtain and review any available information relating to the installation and safe maintenance of such items and take such information into account in terms of planning for ongoing safety.
- Make arrangements for relevant suspended items to be inspected by a competent person, typically a structural engineer, every 5 years or at Quinquennial (not exceeding 5 yearly) unless

that inspection identifies the need for an earlier formal inspection. PSD can be contacted for advice and support on selecting an appropriate contractor, as an access specialist is often required.

- Carry out a visual inspection items of all suspended heavy items annually from ground level, or elevated if safe elevated access is available. A visual inspection can include, but may not be limited to, photographing or videoing using equipment with a 'zoom' facility, or viewing items with the use of binoculars or monocular equipment. The annual inspector can be a volunteer providing they have adequate knowledge of the type of defect they may be looking for (and can demonstrate relevant competency).
- Report any concerns to the Diocesan/ Parish 'Responsible Person' and seek advice from the Property Services Department. Alternatively, if an inspection requires a second opinion to determine if a defect is present a PSD Surveyor may be able to offer an opinion.
- Assess risks (including the risk of disturbing something inadvertently) and decide on your plan of action before any heavy suspended item is moved or temporarily supported taking into account advice from a competent person to develop safe working practices as necessary.
- Ensure that a safe means of accessing suspended heavy loads is identified and utilised.
- Ensure any equipment used to support a heavy load is suitable and (where necessary) has been inspected and tested by a competent person.
- Ensure anyone involved in maintenance of suspended heavy items understands the risks involved.
- Make arrangements to effectively prohibit work or access under suspended heavy loads that are not safely secured.
- Keep a record of all of the above for internal/ external auditing purposes.
- NB- Do not overestimate the ability of a person to prevent a heavy item from falling/moving.

42.00 VISITORS

General

Employers are responsible for the safety of members of the public e.g. persons visiting church premises for worship or as members of the public and for visitors on business to the Diocese. Risk assessments should take into account risks to visitors in general.

Visitors on business may need to be provided with specific information about any risks to which they may be exposed. This is because a visitor on business may need to enter areas to which only Workers and not the general public have access and potentially exposed to risk. It is expected that visitors on business will be accompanied whilst on Diocesan premises although this may not be appropriate in all circumstances. See also Section 27.00 Management of Contractors.

Procedure

Diocesan Staff and Workers who invite or who are given responsibility for a visitor(s) to Diocesan premises, must ensure that the appropriate people are aware of the visitor being on site and provide sufficient health and safety information which may be necessary to ensure their safety whilst on site.

On departure, visitors on business, whether unaccompanied or not, must confirm their departure from the site with the relevant member of staff or Worker contact person.

Regulation and guidance

- Health and Safety at Work etc. Act 1974

43.00 WORKING AT HEIGHT

General

Employers and those in control of work at any height must make sure such work is planned, supervised and carried out by competent people to avoid the risk of death or serious injury. Work at height means work at any place where, if precautions were not taken, a person could fall a distance liable to cause a person injury. Work at Height is not determined by reference to a particular fixed height but rather:

- any work above ground/floor level
- where a person could fall from an edge, through an opening or fragile surface or
- could fall from ground level into an opening in a floor or a hole in the ground
- Work at height will therefore include examples such as work from step ladders e.g. to change a light bulb, using a kick stool to access stored files and work near an unprotected edge of a roof to clear away an accumulation of leaves, and of course the practical events that occur such as standing on pews to change hymn and psalm numbers.

Procedure

Line Managers/Parish Priests must identify any reasonably foreseeable work at height activity which may take place within their area of responsibility.

Line Managers/Parish Priests must carry out a risk assessment for any work they have identified and record their findings in the Parish Risk Assessment.

Line Managers/Parish Priests must follow the hierarchy of control (see step by step guide* referred to below) set out in legislation i.e.:

- avoid work at height if possible
- if not possible prevent a fall from occurring
- if not possible minimise the distance and/or consequences of a fall

Line Managers /Parish Priests must ensure Workers who carry out work at height are adequately trained and are provided with suitable and properly maintained work at height equipment e.g. ladders. Line Managers/Parish Priests must check existing work at height equipment e.g. ladders and ensure that they are in sound condition and safe to use. Work at height equipment found to be

defective should be removed from service and disposed of. (See *“Using steps and stepladders”* in Regulations and Guidance below which provides a simple guide to checking the condition of ladders). Some of the controls can be very practical such as making sure that taller Workers carry out the task simply using their height.

There are very specific issues in relation to work at height within some parishes such as accessing areas in order to photograph nesting Peregrine Falcons. These less common situations need to be discussed with the Diocesan Health and Safety Co-ordinator to ensure that the correct control measures have been put in place.

Regulations and guidance

- The Work at Height Regulations 2005
- *Step by Step Guide: www.hse.gov.uk/pubns/indg401.pdf
- Brief guide: www.hse.gov.uk/pubns/indg401.pdf<http://www.hse.gov.uk/pubns/indg401.pdf>
- Using steps and stepladders safely: www.hse.gov.uk/pubns/indg455.pdf

44.00 WORKPLACE EQUIPMENT

General

Employers who own, operate or have control over workplace equipment must ensure that it is fit for purpose and that it is being used safely. Only persons who have received adequate training are allowed to operate equipment.

The term “workplace equipment” is very broad and covers all equipment provided for use at work and includes hand tools, access equipment such as ladders and electrically operated equipment such as vacuum cleaners and does include items such as secateurs and hand saws. Some of these items of equipment have specific additional arrangements which also apply to their use e.g. ladders.

To meet these requirements, the Diocese will:

- Select suitable equipment and maintain such equipment in safe working order
- Follow manufacturer’s instructions for use and maintenance
- Carry out a risk assessment to identify any risks presented by use of work equipment
- Train users to use equipment safely
- Set up a system for users to report any defects in equipment to enable appropriate remedial action to be taken

Procedure

Work equipment will be selected taking into account reasonably foreseeable working conditions, inherent health and safety risks arising from where the equipment is to be used and any risks associated with the equipment itself.

Any work equipment provided for use at work will be suitable for its intended purpose and conforms to the Machinery Directive and is CE marked as necessary.

Work equipment will be maintained in an efficient state, in efficient working order and in good repair and will, where appropriate, be repaired/maintained in accordance with manufacturer’s instructions. Where required, details of maintenance/repair will be recorded.

Where the safety of work equipment depends on the installation conditions, work equipment will be installed by Competent Persons, inspected after installation and before it is used for the first time or after it has been installed in a new location/premises.

If work equipment is likely to be exposed to conditions which may cause deterioration and such deterioration may lead to danger, then it will be inspected at suitable intervals and appropriate remedial action taken to avoid danger. An up to date record of inspections will be maintained and updated as necessary.

Where Workers, e.g. Volunteers, bring in work equipment the Line Manager/Parish Priest should check that it is suitable for the task for which it is to be used and in a reasonable state of repair. The use of personal items of work equipment should be considered in the Parish Risk Assessment. The Diocesan Health and Safety Co-ordinator may be consulted for advice.

The use of privately owned equipment brought onto Diocesan premises by Volunteers or employees is discouraged. However, where this occurs, the equipment must be maintained and in appropriate working order. Where powered by mains electricity, it must have been PAT tested within the past year and, if used in an exterior environment or in areas of likely dampness (e.g. bathrooms or cellars) then, when in use, it must be plugged into a fully RCD protected mains electrical circuit. The Volunteer or employee must be competent in the use of the equipment and it must only be used in accordance with the manufacturer's instructions. Privately owned ladders or other structures for working at height must not be used in any circumstances (also see section 41.00 Working at Height). Risk assessments for specific activities may be required. The Diocesan Health and Safety Coordinator should be consulted for specific advice.

Legislation and related guidance

- Provision and Use of Work Equipment Regulations 1998 (PUWER) (as amended by Health and Safety (Miscellaneous Amendment Regulations 2002)
- The ACoP and other guidance may be found at: <http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

45.00 WORKPLACE SAFETY

General

Employers have a duty to provide workplaces which are safe and without risks to health and to provide adequate and readily accessible welfare facilities e.g. toilets for their Workers including those who may be disabled. "Workplace" has a very wide definition and includes offices, places of worship and workshops as well as the common parts of shared buildings, private roads and paths on industrial estates and business parks.

Workplace safety issues will vary from location to location but the following aspects are covered by legislation and must be risk assessed where necessary:

- Structural stability of buildings
- Maintenance of workplace e.g. emergency lighting and fences
- Provision of general workplace ventilation
- Temperature in indoor workplaces
- Lighting of workplaces and access routes to workplaces
- General cleanliness of workplace
- Room dimensions and workspace provision

- Workstations and seating
- Condition of floors and traffic routes
- Falls or falling objects
- Windows and other glazing of safety material or otherwise protected
- Positioning of windows, skylights etc.
- Ability to clean windows etc. safely
- Organisation of traffic routes for pedestrians and vehicles
- Doors and gates suitably constructed and positioned
- Suitable and sufficient sanitary conveniences
- Suitable and sufficient washing facilities
- Supply of drinking water
- Accommodation for clothing
- Facilities for changing clothes
- Facilities for rest and to eat meals

It is expected that Diocesan premises built before 1970 will contain some lead pipes. Current government advice is to minimise exposure to lead from all sources. PSD should be contacted for further advice if lead pipes are likely to be present.

Procedure

Line Managers/Parish Priests must ensure the above matters are considered and recorded on the Parish risk assessment where necessary.

PSD will develop a system for checking initially:

- the structural stability of Diocesan buildings and other structures e.g. flag poles
- condition of floor and traffic routes
- the safety of glazing

and determining the need for checks of other aspects as appropriate and establish a schedule of periodic subsequent checks as appropriate. The majority of trips are caused by obstructions in walkways e.g. trailing cables or inappropriately stored items. The rest are caused by uneven surfaces. All Workers should be encouraged to report defects and adopt a positive attitude towards simple good housekeeping e.g. remove tripping hazards where they can do so safely.

Surfaces need to be level and free from defects or changes in level which might increase the risk of tripping. These requirements apply equally to indoor and external surfaces including walkways and car parks. Defects, for example, include worn edges or holes in floor coverings and pot holes in car parks. Where changes in level are essential e.g. kerbs or stair edges, then consideration should be given to making these changes in level more apparent. Coloured nosing or painted edges may be appropriate. Insufficient lighting may also increase the risk of slips and trips.

PSD and or Diocesan Health and Safety Co-ordinator will assist Line Managers/Parish Priests to remedy defects or issues identified in their premises through risk assessment or if concerns are raised.

Regulations and guidance

- Workplace (Health, Safety and Welfare) Regulations 1992
- Approved Code of Practice and guidance:
www.hse.gov.uk/pubns/priced/l24.pdf
- Brief guide for managers: www.hse.gov.uk/pubns/indg244.htm

46.00 WORKPLACE TRANSPORT

General

Employers have a duty to control risks arising from workplace transport. Workplace transport has three main elements which interlink and each needs to be considered carefully:

- safe site (design and activity) - safe for both pedestrians and vehicles
- safe vehicle - design of vehicles for use of roads must meet minimum standards and all vehicles irrespective of where they are used must be suitable for the intended purpose
- safe driver - over 17 years and holding valid driving licence - additional training may be needed
- Workplace transport includes all vehicles and all mobile plant used in a work setting. Available guidance focuses mainly on heavy goods and industrial vehicles e.g. fork lift trucks but the general principles for controlling risk are as valid for cars as for any other vehicle.

Employers are also responsible for managing risks to their Workers arising from on road activities e.g. inspection and service of Diocesan vehicles in line with manufacturer's recommendations. Employers also have duties under relevant road traffic legislation.

Procedure

Line Managers/Parish Priests must consider whether any type of vehicle movements take place in the area for which they are responsible.

If vehicle movements are undertaken then risks must be assessed by the Line Manager/Parish Priest and included in the Parish risk assessment. All potential vehicle movements should be considered e.g. Workers, visitors, deliveries and contractors as appropriate. If the site is shared there must be effective co-ordination between all employers who will have shared responsibility for workplace transport safety. The Diocesan Health and Safety Co-ordinator should be consulted for advice as necessary. The point of interface between Diocesan sites and public roads should also be considered e.g. church car park leads directly onto a bend on a busy road and there is poor visibility. Contact with the local authority may be appropriate to consider whether alterations are possible which might increase the safety of road users and those entering or exiting Diocesan premises.

Where significant on-site transport risks are identified and methods of reducing risk are unclear or cannot be implemented locally, the Diocesan Health and Safety Co-ordinator should be consulted. A more specific risk assessment may be necessary where achieving control of risk is not straightforward.

The Diocesan Health and Safety Co-ordinator must be consulted where new site layouts or design of traffic routes (whether temporary or permanent) are being developed.

Vehicles provided by the Diocese for use by Workers will be maintained in a roadworthy condition and meet current standards for design and use of vehicles on the highway and appropriately insured. Drivers must hold a current driving licence and report any incident involving a Diocesan vehicle to their Line Manager. Line Managers/Parish Priests must ensure that only Workers are authorised to use Diocesan vehicles.

Workers who use their own vehicles for Diocesan business must provide to proof of Driving Licence, adequate insurance and MOT annually.

Driver awareness training is provided to Workers

Volunteers who use their own vehicles e.g. for visiting parishioners or carrying out other Diocesan duties, should be provided with relevant information and advice regarding insurance, maintaining their vehicle and carrying of passengers/goods.

All those driving on diocesan business must not use mobile phones whilst driving. Suitable hands-free devices may only be used to receive calls.

No driver shall drive on Diocesan business whilst under the influence of drugs or over the legal limit for alcohol, including relevant prescription medication.

Regulations and guidance

- Management of Health and Safety at Work Regulations 1999
- Driving at work guidance: [Driving and riding safely for work - HSE](#)
- Detailed guidance on site safety etc. www.hse.gov.uk/pubns/psd/hsg136.pdf
- Brief guide www.hse.gov.uk/pubns/indg199.pdf



Health and Safety Policy

SECTION 4

RISK ASSESSMENT GUIDE

There is no single right way to carry out a risk assessment and different approaches will work best in different situations. If you are carrying out a risk assessment it is well worth remembering that it is the end result rather than the process itself which is important.

Although the words “risk assessment” may sound technical and specific, the actual concept underlying risk assessment is one which we apply in our daily lives without necessarily recognising the process as it happens. At a simple level we each make judgements about risk. An example would be when we choose to cross a busy road by dashing across rather than walking on a few meters to a pedestrian controlled crossing. Therefore the concept is not as alien as it might at first appear.

In carrying out an assessment, all the **significant** hazards and risks need to be considered. In the context of the workplace, out of sight or less frequently performed tasks need to be included, cleaning or maintenance activities for example. In addition, the unique features of a location or activity need to be taken into account e.g. occasional access to a loft space where there is poor lighting and the floor is not fully boarded out.

The Clifton Diocese has developed a scheme for a risk assessment process that requires, as a minimum, a location specific risk assessment for each Parish. A model Parish risk assessment in the form of a worked example is provided as a guide. It is intended to help each Parish apply a consistent and structured approach to the task of assessing risks in their premises and activities. The risk assessment examples serve to highlight a range of issues that may be encountered. They cannot and are not intended to be an exhaustive list. It is not sufficient for any Parish to simply copy the risk assessment as it stands. Reference must be made to the arrangements section of the policy which provides links to external guidance and other policies e.g. Safeguarding.

In some instances additional activity or location specific risk assessments may also be needed e.g. if roof work involving contractors is to be undertaken or there is a history of near-misses and minor accidents in the church grounds. It is envisaged that larger Parishes may wish to carry out risk assessments for different buildings or activities simply to make the task more manageable.

Diocesan activities carried out at locations without specific Parish control e.g. separately located maintenance or departmental office activities, also need to be assessed. Any activity undertaken by Diocesan workers at non-Diocesan premises will need to be subject to risk assessment e.g. if Diocesan workers are involved in night shelters or soup kitchens at other premises.

The Parish Priest is responsible for ensuring that a suitable and sufficient risk assessment is carried out and recorded in line with the Diocesan requirements. Although he may delegate some or all of the entire task to others, the Parish Priest retains ultimate responsibility for ensuring risk assessment(s) for his Parish are completed to an appropriate standard. One or more persons may carry out risk assessments and mutual support and the opportunity to check ones understanding and approach can be particularly beneficial.

It is likely that in some Parishes some workers (voluntary or employed) may have and be willing to share health and safety experience or expertise they may have gained elsewhere. The term ‘worker’ has been chosen as whilst many of the tasks at Parish level are carried out by parishioners on a voluntary basis, the Clifton Diocese still has responsibilities for their health and safety.

The involvement of workers in the risk assessment process is encouraged as it helps to ensure those carrying out risk assessment have a good understanding of how tasks are carried out in practice.

Workers may also be a valuable source of practical ideas and suggestions as to how tasks may be modified to eliminate or reduce risks. Anecdotal evidence suggests that worker involvement in developing safe systems of work increases the likelihood of those systems being followed. Involving workers also helps to develop a positive health and safety culture in which contributions by and concerns of worker's, are valued and health and safety is integrated more effectively in the everyday work of the Clifton Diocese. It should be noted that the absence of an incident to date is no guarantee that harm will not result in the future unless, there is active control.

A Parish Risk Assessment needs to reflect both the location and the way in which the location is used by different groups or individuals and the following matters need to be considered:

- the site itself - identify buildings, car parks, other structures or physical features
- how is it normally used?
- how is it cleaned?
- how is it normally maintained?
- how are Parish rooms, offices, accommodation and the Church used?
- what events or activities take place both one off and regular events?
- need for building work or other major maintenance?

The Health and Safety Co-ordinator will be able to assist Parishes where there is uncertainty or where difficulties arise and will also seek to share good practice amongst Parishes. The Health and Safety Coordinator has a role in overseeing the adequacy of risk assessments and will offer advice and support where necessary. Risk assessment fails to serve any true valuable purpose if it is regarded as simply a bureaucratic process necessary to comply with legislation but otherwise merely burdensome.



Health and Safety Policy

SECTION 5

RISK ASSESSMENT TEMPLATE

RISK ASSESSMENT

Name of assessor		Date	
Task being assessed		Work Area	

Hazard	Who might be harmed	How might people be harmed	Existing controls	By Whom	Risk rating			Additional controls	New risk rating			By whom	By when	Complete?
					L	S	R		L	S	R			

Signature	
Review Date	

Risk Assessment Template

Reference should be made to the Diocesan Health and Safety Policy 'Arrangements' section which provides a background to the legal requirements and scope of issues requiring Risk Assessments. That document also provides links to other sources of guidance and help.

The Parish Priest or a delegated person must check that progress is made with all items requiring action in line with the timescales specified. Actions which are not or cannot be resolved locally must be referred to the Health and Safety Co-ordinator.

A blank Risk Assessment template (Diocesan approved) is available via our website for those wanting to create their own. The Diocese has compiled partially pre-populated Risk Assessments for foreseeable hazards which you may find helpful in achieving Parish compliance. These have generic wording which serve as a foundation for your Parish Risk Assessments, however they need to be considered and finalised by each Parish so they become specific and relevant. The documents can be obtained by placing a request with the Diocesan Health & Safety Co-ordinator.

For further guidance and support, to request pre-written Risk Assessments, or to have your Risk Assessments viewed and checked for compliance please contact your Diocesan Health and Safety Co-ordinator, Lisa Williams by emailing lisa.williams@cliftndiocese.com or calling the Property Services Department at Alexander House, Pennywell Road, Bristol on 0117 902 5592.

Name of assessor	Lisa Williams Diocesan Health and Safety Coordinator	Date	30 th September 2021
Task being assessed	Parish Lone Working	Work Area	Various

Hazard	Who might be harmed	How might people be harmed	Existing controls	By Whom	Risk rating			Additional controls	New risk rating			By whom	By when	Complete?
					L	S	R		L	S	R			
Injury or ill health whilst working alone.	Employee, Priest or volunteer.	A person suffering ill health or an accident whilst lone working may not be able to raise the alarm and not receive the care they need in an appropriate timescale. A severe wound could lead to excessive blood loss or a heart attack could go untreated resulting in death.	Routine hazard spotting and maintenance within diocese building to reduce the risk of accidents occurring.	Parish Priest	3	4	12	Recommend that lone worker keep a phone with them at all times, which must be charged and have credit.	2	3	6	Parish Priest/ lone worker	Ongoing	
			Provision of first aid kits provided at diocese buildings.	Parish Priest				Ensure that someone knows where you're working and when you have finished.				Lone worker	Ongoing	
						Do not carry out any high risk activity whilst lone working, e.g. Working at height.				Lone Worker	Ongoing			

							Share information of any known threats, persons of concern.			Parish Priest	Ongoing		
							Lone worker to assess the risk of their own situations.			Lone worker	Ongoing		
Fire	Employee, Priest, volunteer.	Smoke inhalation, irritated eyes, asphyxiation, death.	Provide suitable fire detection systems within premises as determined by fire risk assessments.	Parish Priest	2	5	10	Ensure all fire risk assessments are completed by competent persons and are reviewed, updated and actions completed.	1	5	5	Parish Priest	Jan 2023
			Carryout routine inspection and maintenance of fire safety systems.	Parish Priest				Provide all relevant persons with fire awareness training and refresher training.				Parish Priest/ lone worker	Jan 2022
			Ensure there is appropriate electrical inspection and maintenance completed.	Parish Priest									

Driving Risk of a road traffic accident whilst driving	Employee, Priest, volunteer	Cuts, bruises, broken bones, whiplash, death.	Ensure those driving for business have valid driving licence, insurance and MOT.	Parish Priest	2	5	10	Provide driver awareness training to those driving for business.	1	5	5	Parish Priest/ lone worker	Jan 2022
Social Isolation Significant lengths of lone working without interaction with other employees	Employee, Priest, volunteer	Lack of interaction within the organisation can lead to anxiety and depression.			3	3	9	Mental health training to be provided to Parish Priests. All lone workers should undertake lone worker safety training.	2	3	6	Parish Priests Parish Priests/ lone worker	Jan 2022 Jan 2022

Signature	
Review Date	



Health and Safety Policy

Appendix 1

Asbestos Management Plan



G&L Consultancy Ltd
Specialists in Asbestos Management

ASBESTOS MANAGEMENT PLAN

Clifton Diocese

Alexander House
160 Pennywell Road
Bristol
BS5 0TX



Issue Date: 11 Jul 2022

Internal Review Due: Aug 2022

Annual Review Due: Feb 2023

Issued by: 

James Ooyman
G&L Consultancy Ltd

G&L Consultancy Ltd

Unit 5A, Castle Road, Chelston Business Park, Wellington, Somerset, TA21 9JQ

Tel: 01823 443898 **Email:** somerset@gnl.org.uk **Web:** www.gnl.org.uk

Company Directors: Mrs J Lewis and Mr P Lewis. VAT Registration Number 729 1092 34

Registered Office: Unit 5A, Castle Road, Chelston Business Park, Wellington, Somerset, TA21 9JQ

G&L Consultancy Ltd is a company registered in England and Wales with a Company Number: 3687929

Reference	Date	Nature of Revision	Prepared By	Approved by Asbestos Co-ordinator
J105618	6 May 2021	Initial	James Ooyman (G&L Consultancy Ltd)	

CONTENTS

1. INTRODUCTION
 2. SITE LIST
 3. ASBESTOS ACTION PLAN
 4. LEGISLATION AND DOCUMENTS
 5. ORGANISATION AND RESPONSIBILITIES
 6. ASBESTOS SURVEYS / REINSPECTIONS
 7. REMEDIAL ACTIONS / LONG TERM PLAN
 8. COMMUNICATION OF INFORMATION
 9. INSTRUCTION AND TRAINING
 10. SAFE WORKING PRACTICES
 11. EMERGENCY PLAN FOLLOWING ACCIDENTAL EXPOSURE
 12. MANAGEMENT PLAN REVIEW
 13. RECORD KEEPING
 14. COMPLETION RECORD
-
- APPENDIX A – DECISION FLOWCHART (ASBESTOS ESSENTIALS)
- APPENDIX B – EXAMPLES OF LICENSED & NON-LICENSED WORK
- APPENDIX C – AUTHORISATION TO WORK FORM
- APPENDIX D – WORK COMPLETION RECORD
- APPENDIX E – CONTRACTOR SIGNING IN PROCEDURE
- APPENDIX F – WRITTEN STATEMENTS FOR POST 2000 BUILDINGS / SITES

1. INTRODUCTION

This document, the Asbestos Management Plan sets out the policy, organisation and procedures for managing the risks from asbestos containing materials (ACMs) at all sites maintained by **Clifton Diocese, Alexander House, 160 Pennywell Road, Bristol BS5 0TX**.

The presence of an ACM does not in itself constitute a danger. However all ACMs suspected or identified must be treated appropriately to ensure they are not disturbed or damaged and become hazardous. The purpose of this plan is therefore to ensure that ACMs remain in a safe condition and are not disturbed, except in a controlled environment during planned removal or maintenance, by trained personnel.

It is the policy of Clifton Diocese to:

- Protect, as far as is reasonably practicable, all building users from any exposure to asbestos fibres;
- Provide adequate resources in support of this Management Plan;
- Identify, so far as is reasonably practicable, all ACMs within the property;
- Maintain an up-to-date asbestos register of all ACMs identified or presumed and make it freely accessible to those working within the building;
- Implement and maintain an effective Asbestos Management Plan to ensure that all ACMs are maintained in a safe condition or alternatively isolated and removed;
- Promote awareness of the risks from ACMs and the implementation of the Management Plan through training and induction of relevant building users to the site;
- Appoint a competent and suitably qualified person to undertake the role of Asbestos Co-ordinator as identified in HSE guidance HSG264 'Asbestos: The Survey Guide';
- Only engage appropriately trained, qualified and competent persons to undertake any work with ACMs, including management, surveying, remediation and removal;
- Ensure asbestos refurbishment or demolition surveys are carried out to identify ACMs within the fabric of the building prior to refurbishment or demolition works;
- Review the Management Plan to ensure it is adequate and it continues to meet both legal requirements and the needs of the business.

2. SITE LIST

This Management Plan covers all site(s) listed below:

Refer to client portal for full list of managed sites

Post 2000 Site(s):

Refer to client portal for full list of post 2000 sites

Un-managed Site(s):

Refer to client portal for full list of un-managed sites

3. ASBESTOS ACTION PLAN

The following actions have been identified as part of this Management Plan. It is the responsibility of the Asbestos Co-ordinator, Jo Long to ensure that these actions are carried out within the timescales stated.

ACTION	TO BE COMPLETED BY	DUE DATE	DATE COMPLETED
Responsibilities to be communicated	Asbestos Co-ordinator	Sep 2022	
Surveys to be completed	Asbestos Co-ordinator	Aug 2023	
Reinspections to be completed (see section 6)	Asbestos Co-ordinator	Aug 2023	
Asbestos register to be made accessible to all	G&L Consultancy Ltd	Sep 2022	
Management plan to be made available to duty holder(s)	Asbestos Co-ordinator	Sep 2022	
Written statements required for post 2000 properties	Asbestos Co-ordinator	Sep 2022	
Refurbishment / Demolition survey required prior to planned works	Asbestos Co-ordinator	As Required 2023	
Remedial actions to be assessed following completion of surveys	Asbestos Co-ordinator	As Required 2023	
Communication requirements to implement	Asbestos Co-ordinator	Sep 2022	
Training to be carried out (see section 9)	Asbestos Co-ordinator	Apr 2023	
Contractor register check procedure to be implemented	Asbestos Co-ordinator	Sep 2022	
Safe working system to be implemented	Asbestos Co-ordinator	Sep 2022	

4. LEGISLATION AND DOCUMENTS

The main legislation and documentation relating to this Asbestos Management Plan are listed below:

- **Health and Safety at Work etc. Act 1974** - This is the parent legislation providing the framework for all subsequent legislation in this area.
- **The Management of Health and Safety at Work Regulations 1999** - These regulations address health and safety issues specifically in the workplace, affecting the workforce and third parties. This is where the requirement for risk assessment is set out.
- **Control of Asbestos Regulations 2012** - These regulations are wider than just the workplace. They prescribe that organisations must have a management plan.
- **The Construction (Design and Management) Regulations 2015** - These regulations are not specifically about asbestos but set out requirements for the management of construction projects.
- **HSG264; Asbestos: The Survey Guide** - Surveying, sampling and assessment of asbestos containing materials.
- **HSG227; A Comprehensive Guide to Managing Asbestos in Premises** - How to prevent or minimise exposure to workers and other employees by managing the asbestos containing materials on your premises.
- **HSG247; Asbestos: The Licensed Contractors' Guide** - Provides an overview of asbestos and its health effects, the law and how to work safely with asbestos.
- **L143; HSE Approved Code of Practice and guidance** - Managing and working with asbestos.
- **The Defective Premises Act 1972 in England and Wales** - Imposes duties in connection with the provision of dwellings with regards to liability for injury or damage caused to persons through defects in the state of premises.
- **Reporting Injuries, Diseases and Dangerous Occurrences Regulations 2013**

5. ORGANISATION AND RESPONSIBILITIES

The Duty Holder is the owner of the site(s) or the person or organisation that has clear responsibility for the maintenance or repair, for example through an explicit agreement such as a tenancy agreement or contract. The Duty Holder is responsible for ensuring all appropriate regulations are complied with as detailed in section 4 above.

Duty Holder: Lyn Murray

Job Title: Chief Operating Officer

Contact Number: N/A

The Asbestos Co-ordinator is the person responsible for ensuring all asbestos related activities are carried out at the site(s) as detailed in the Control of Asbestos Regulations 2012. The nominated Asbestos Co-ordinator must have the sufficient level of authority, resources and competence to effectively fulfil this role.

Nominated Asbestos Co-ordinator: Jo Long

Job Title: Head Of Property

Contact Number: 0786 431 9798 / 0117 902 5592 ext 203

Various aspects of this role can be delegated to other suitably trained and competent personnel to carry out. The following personnel have been delegated part of this responsibility:

Delegate (1): Lisa Williams

Delegate (2): Internal Surveyors

Job Title (1): Health & Safety Co-Ordinator

Job Title (2): Internal Surveyors

Contact Number (1): 07736 886432

Contact Number (2): N/A

Delegate (3): Parish Priests

Job Title (3): Parish Priests

Contact Number (3): N/A

5. ORGANISATION AND RESPONSIBILITIES (CONTINUED)

The Asbestos Co-ordinator, Jo Long is responsible for ensuring all activities listed below are carried out as required. Some of these tasks can be delegated to other personnel, although the responsibility remains with the Co-ordinator.

MANAGEMENT PLAN REQUIREMENT	DELEGATED PERSONNEL
Annual review of Asbestos Management Plan in conjunction with G&L	Jo Long, Lisa Williams
Ensuring asbestos management surveys are carried out	Jo Long, Lisa Williams, Internal Surveyors, Parish Priest
Allocating priority assessments to all ACMs	Jo Long, Lisa Williams, Parish Priest
Planning short term remedial actions (if applicable)	Jo Long, Lisa Williams, Parish Priest
Planning medium to long term asbestos remediation	Jo Long, Lisa Williams, Parish Priest
Communication of information	Jo Long, Lisa Williams, Internal Surveyors, Parish Priest
Labelling of asbestos containing materials (if required)	N/A
Training for employees and contractors - Asbestos awareness / Non-licensed Work / Duty to Manage	Jo Long, Lisa Williams, Internal Surveyors, Parish Priest
Safe Working Practices - Permit to Work System / Control of Contractors (assessing competence)	(Health & Safety Manual) Jo Long, Lisa Williams, Internal Surveyors, Parish Priest
Ensuring refurbishment / demolition surveys are carried out prior to planned works	Jo Long, Lisa Williams, Internal Surveyors, Parish Priest
Ensuring there is an emergency action plan in place to deal with accidental exposure to ACMs	Jo Long, Lisa Williams
Ensuring there is an emergency kit available on site (if deemed necessary)	N/A
Ensuring reinspections are carried out at the required intervals	Jo Long, Lisa Williams, Parish Priest
Ensuring all records are kept – Survey Reports / Removal Details / Air Test Certificates	Jo Long, Lisa Williams, Parish Priest

It is important that all delegated personnel are informed of their responsibilities under this Management Plan and fully understand what is required of them. **The delegated personnel are informed of their responsibilities under this Management Plan by committee meeting followed by email and a letter.**

5. ORGANISATION AND RESPONSIBILITIES (CONTINUED)

An approved Asbestos Consultancy can be nominated to assist the Asbestos Co-ordinator in their role. The approved Asbestos Consultancy must be suitably qualified in order to perform this role, in particular it is recommended they:

- Can demonstrate independence, impartiality and integrity;
- Have adequate training and experience in such work;
- Are accredited by the United Kingdom Accreditation Service (UKAS) for Asbestos Surveying (strongly recommended by the HSE).

All parties must also be fully aware that although some duties have been delegated to the asbestos consultancy, the legal responsibility cannot be delegated and remains with the Asbestos Co-ordinator.

Nominated Asbestos Consultancy: G&L Consultancy Ltd (01823 443898)

- Independent Asbestos Consultancy;
- Established since 1999;
- Six senior managers hold COCA CCP qualification;
- UKAS accredited to ISO 17025 (Accreditation No. 2083) and ISO 17020 (Accreditation No. 349).
- Whilst G&L Consultancy Ltd are the nominated consultancy parishes may use a suitable UKAS accredited company to complete surveys

Nominated Licenced Asbestos Removal Contractor: Gloucester Asbestos (01452 813 883) & Roberts Environmental Services (01278 422 521) (Parishes may also employ appropriate licensed contractors)

Nominated Non-Licenced Asbestos Removal Contractor: G&L Consultancy Ltd (01823 443 989) & Roberts Environmental Services (01278 422 521) (Parishes may also employ alternative contractors with the approval of the Property Services Department, contractors must have suitable levels of qualifications, knowledge and experience and produce written risk assessments and training records)

6. ASBESTOS SURVEYS / REINSPECTIONS

Asbestos survey reports have been carried out for all sites covered by this Management Plan (see section 2 for full list of sites). The asbestos register, Management Plan and site information can all be viewed and downloaded from the **G&L TEAMS Client Portal and Safetytoolbox Online**. This can be accessed from: <https://reportsonline.gnl.org.uk>. Once logged on to the portal, if you manage multiple sites select the '**Managed Site**' project in order to see the correct summary information on the Home Page. Additional users can be set up as required with their individual log in details by contacting G&L Consultancy. Hard copies of the asbestos register are also available as follows:

Asbestos Register Location (Hard Copy): At Each Parish Office, all other areas to be electronic

Electronic Version: TEAMS Portal / Company Shared Drive / Safetytoolbox Online

The asbestos register(s) details all ACMs identified during the survey(s). Each ACM has been assessed on site to determine its Material Assessment which takes into account its Product Type, Extent of Damage / Deterioration, Surface Treatment and Asbestos Type.

A priority assessment has also been carried out for all ACMs identified in order to determine the risk and priority for action. It is strongly recommended that the priority assessment is carried out by the building owner with detailed knowledge of the activities carried out within the various areas. If the building owner is not available the priority assessment may be completed by the surveyor. If the priority assessment has been completed by the surveyor on site without additional input from the site owner, then you must be aware that this may not have taken into account any specific activities carried out within the premises, which may increase the risk.

Site plans are included with the asbestos reports showing the layout of the building with all rooms numbered. All ACMs detailed on the register are shown in numbered locations so they can be located on the site plans and on site.

Any properties built post 2000 must have a written statement detailing that no ACMs are present within the building due to its recent build date. This must be clearly documented and available for inspection at the site or uploaded to the client portal. **Written statements are currently being produced.**

Reinspections are to be carried out at regular intervals to check the condition of all ACMs and update the registers as necessary. **Reinspections have not been carried out since the original surveys.**

Commercial Reinspections: Annually **Next Due:** Refer to client portal

Domestic Reinspections: Five Yearly **Next Due:** Refer to client portal

During each reinspection, all identified, presumed and strongly presumed ACMs are assessed, new photographs are taken and review comments are recorded against each item to provide details of any changes.

Refurbishment / demolition surveys will be carried out at the site by an independent UKAS accredited company prior to any refurbishment or demolition work to ensure the areas affected are fully inspected for any further asbestos containing materials hidden within the fabric of the building. In order to carry out a refurbishment / demolition survey full details will be required of the specific areas to be refurbished / demolished with details of the full scope of the works planned. **Various refurbishment / demolition projects are planned for the coming year.**

7. REMEDIAL ACTIONS / LONG TERM PLAN

Based on the findings of the most recent report(s), **the number of items located during the survey(s) is shown on the 'Recommended Action Items' graph on the Home Page of the TEAMS Client portal.** When you select each colour bar on the graph it will list all the details of the items under that category. This graph will be automatically updated following each reinspection, new survey or when registers are updated following any remedial works.

All items identified at the site are allocated a recommended action which dictates how the item is to be managed. **New management surveys are currently in progress so all required actions are not currently known.**

Action A	Item requires immediate removal
Action B	Item requires immediate encapsulation
Action C	Item requires repair or removal
Action D	Manage and review on a regular basis, no remedial action is required

The timescale for any ACMs requiring action is detailed on the asbestos register as well as on the Client Portal. These timescales are to be followed to ensure all remedial actions are carried out as recommended.

Certain items can be managed by following different timescales due to the circumstances of their location and the building use. Provided access to the area is locked and clearly signed to prevent entry to all personnel, asbestos containing materials can be contained and isolated until the recommended actions can be carried out. These are referred to as 'Managed Areas'. **There are currently no managed areas present.**

If remedial actions cannot be carried out in the timescales recommended, regular air monitoring should be carried out to ensure the areas remain safe for occupation and there is no fibre release. **Following completion of all surveys, the requirement for air monitoring will be assessed.**

If there are a large number of ACMs present, a long term action plan can be put in place to ensure all ACMs are managed appropriately until such time that they can be dealt with in order of priority. **Following completion of all surveys, the requirement for a long term action plan will be assessed.**

Any areas that were inaccessible during the recent inspection are shown on the 'Recommended Action Items' graph on the Home Page of the TEAMS Client portal as Action E. Inaccessible areas must be presumed to contain asbestos until arrangements have been made to carry out a full inspection prior to any disturbance. **Following completion of all surveys, the requirement for gaining access to specific areas will be assessed.**

Various areas within this site may not have been fully inspected due to the scope of the survey carried out and are not listed on the register. Please refer to the scope of the surveys carried out and any notes recorded beneath the registers to ensure that any other areas which may not have been inspected are checked prior to any disturbance.

8. COMMUNICATION OF INFORMATION

Procedures are in place to ensure that all relevant parties who access the building(s) for any reason are fully aware, if applicable, of the locations of all asbestos containing materials present within the premises.

The following methods of communication are in place to ensure that everyone is fully aware of the locations of all ACMs. The Asbestos Co-ordinator is responsible for ensuring this is carried out.

Internal Methods of Communication (Employees)

- Warning signs / posters
- Email
- TEAMS Portal access
- Team briefs
- Meetings
- Shared Drive (Parish administration Drive)
- Safetytoolbox Online

External Methods of Communication (Contractors and Visitors)

- Warnings signs / posters
- Email
- Meetings
- Asbestos authorisation to work procedure
- Contractor signing system, supplied by G&L Consultancy Ltd (see appendix E)

The communication methods used will ensure that all parties involved will be made fully aware of the locations of the ACM's within the building. Labelling can be utilised to highlight all ACMs throughout the site so they are clearly visible to all building users and less likely to be disturbed.

The requirement for labelling will be decided following completion of all management surveys.

9. INSTRUCTION AND TRAINING

It is a requirement of Regulation 10, Control of Asbestos Regulations 2012 that the Asbestos Co-ordinator will undertake regular Asbestos Management Training to ensure continuing competence.

Asbestos Duty to Manage Training or a BOHS P405 course should be attended in order to ensure the Asbestos Co-ordinator and any other personnel with delegated responsibilities are fully aware of their legal duties under the Regulations.

Asbestos Awareness training is designed for anyone who could foreseeably disturb the fabric of a building and expose themselves or others to asbestos and for those who supervise or influence the work. Awareness training is only intended to help employees avoid carrying out work that will disturb ACMs; it does not enable people to work on ACMs. This must be provided by a competent training provider who is a member of either IATP or UKATA and reviewed on a regular basis.

Task Manual training must be attended on an annual basis by anyone whose work will knowingly disturb ACMs, and which is defined as non-licensable work or non-notifiable licenced work (NNLW). This is additional task-specific information, instruction and training tailored to the specific activities carried out on site.

Tool Box Talk awareness training is carried out internally to inform employees of how various aspects of the Management Plan is implemented within the organisation and how the internal asbestos authorisation to work system is utilised, if required. This will be carried out by the Asbestos Co-ordinator.

External contractors will be required to show evidence that they have attended the appropriate training courses provided by either an IATP or UKATA member prior to carrying out any work at the site. This will be Asbestos Awareness and Task Manual training for non-licensed contractors and full licensed training for licensed contractors.

The training needs of all persons who use the building have been assessed and are detailed in the table below. Training requirements are to be reviewed on an annual basis and refreshed when required.

TRAINING COURSE	REQUIRED PERSONNEL
Asbestos Duty to Manage / Remediation	Jo Long (2019)
Asbestos Awareness Training	Jo Long (2019)
Work with Non-Licensed Asbestos	N/A
Internal Training	N/A
E-Learning	Jo Long, Lisa Williams, Internal Surveyors, Parish Priest (every two years)
BOHS P405	Lisa Williams (2019)
BOHS P407	N/A
Other	N/A

Working with non-licensed materials (Task Training) will be carried out: N/A.

Asbestos awareness training will be carried out: Online - Ongoing Mar 23.

10. SAFE WORKING PRACTICES

No person should disturb any asbestos containing materials within the premises unless it has been programmed by the Asbestos Co-ordinator and the work is carried out under the appropriate controlled conditions by trained personnel.

All work must be assessed initially to determine whether it can be carried out internally or whether a licensed or non-licensed contractor will be required. See APPENDIX A - DECISIONS FLOWCHART and APPENDIX B – EXAMPLES OF LICENSED, NON-LICENSED AND NOTIFIABLE WORK.

All licensed work at the site must be carried out by an HSE Licensed Asbestos Removal Contractor.

Non-licensed work at the site will be carried out by a Licensed Asbestos Removal Contractor or a competent external Non-Licensed Contractor (specialising in asbestos).

In order to ensure the selected contractor is competent, the following evidence will be required, dependent on the type of contractor used:

- A copy of their HSE licence for work on asbestos (licensed contractors only);
- Details of their public and employer liability insurance;
- Training records for their employees;
- References from recently completed contracts;
- Details of any action taken against them by HSE / LA (prosecutions or enforcement notices);
- Full detailed plan of the work to be carried out (plan of work).

Internal maintenance personnel must be appropriately trained and competent in order to carry out any type of work on or around asbestos. In order to ensure the selected person is competent, they must have the following:

- Asbestos Awareness and Task Manual Training Certificates;
- Have an Ori-nasal mask with P3 filter (with a face fit certificate);
- Able to follow a prepared plan of work of the full scope of works to be carried out.

10. SAFE WORKING PRACTICES (CONTINUED)

All contractors working at the premises are required to sign to confirm they have checked the asbestos register prior to starting work to confirm they are fully aware of the locations of any ACMs on site and the site procedures for working near asbestos containing materials. This is used as a control measure to ensure that there is no accidental damage of asbestos containing materials during the course of normal maintenance. An authorisation to work system is also due to be implemented for use on site.

Any contractor working at the site who could foreseeably disturb the fabric of the building during the course of their work should provide evidence that they have attended asbestos awareness training provided by either an IATP or UKATA member.

On completion of remedial or removal works on asbestos it must be inspected to ensure it has been carried out to a satisfactory standard. Information must then be provided so that the asbestos register can be updated. This should be recorded on the Work Completion Form and issued to the Asbestos Consultant so the register can be updated.

The asbestos consultant must be informed of any air monitoring works following asbestos remediation, so that the asbestos register can be immediately updated.

11. EMERGENCY PLAN FOLLOWING ACCIDENTAL EXPOSURE

In the event of damage to an asbestos containing material, potentially resulting in the release of airborne asbestos fibres, the following actions must be taken:

- exit the area immediately and notify the Asbestos Co-ordinator, Jo Long. If you suspect you are contaminated do not leave the immediate area;
- if the Asbestos Co-ordinator suspects a disturbance has been made, the area must be cleared of personnel;
- any personnel who's clothes have become contaminated must double-bag these items for later cleaning or disposal (whilst wearing suitable RPE/PPE);
- the asbestos register must be checked to determine the type of material that has been damaged;
- if an emergency kit is available on site the Asbestos Co-ordinator can attend the scene of the incident and make an assessment; if the Asbestos Co-ordinator has to enter the contaminated area, then the RPE and PPE must be worn (appropriate training and face fit testing required);
- if there is no emergency kit on site, ensure access to the area is fully sealed off and contact the Asbestos Consultant for advice;
- where possible the adjoining doors must be taped along their edges to form a seal and asbestos warning signs must be displayed; where this is not possible, the area must be isolated using the asbestos warning tape at a safe distance;
- if possible, the Asbestos Co-ordinator must take photos of the area;
- if the Asbestos Co-ordinator has accessed the area, all disposable items or RPE and PPE must be double-bagged for later collection;
- as soon as the situation is controlled, the Asbestos Co-ordinator can organise any remedial work required, or contact the Asbestos Consultant for advice.

Emergency Contact

Jo Long (Asbestos Co-ordinator)
Lyn Murray (Duty Holder)
Lisa Williams
Internal Surveyors
Parish Priests
G&L Consultancy Ltd

Contact Number

0786 431 9798 / 0117 902 5592 ext 203
N/A
07736 886432
N/A
N/A
01823 443898

It is a requirement under Regulation 4 of the Control of Asbestos Regulations that information about the location and condition of any ACMS within the sites is made available to the emergency services. **The asbestos register will be supplied to the emergency services if they attend site. .**

11. EMERGENCY PLAN FOLLOWING ACCIDENTAL EXPOSURE

An emergency kit is not required under this management plan, external assistance will be sought in the case of any accidental exposure .

Following the controlling of the emergency, the remedial actions can be organised by the Asbestos Consultant. Further inspection of the area should be undertaken, out of work hours and under controlled conditions. A Licensed Asbestos Contractor may be required to clean the area, followed by a visual inspection and air monitoring.

Any employees exposed to the damaged asbestos containing material should be placed on the 'at risk' register and a copy of this sent to each employee. Employees on the 'at risk' register should then undergo health surveillance every two years. The incident may also need to be reported under RIDDOR.

An investigation should be carried out to determine why the incident happened and procedures then put in place to prevent further incidents occurring, where possible. All details of the investigation must be fully documented and kept with the asbestos records for a period of at least 40 years.

The survey should then be updated and the appropriate risk assessments carried out on the damaged asbestos containing material.

12. MANAGEMENT PLAN REVIEW

The Asbestos Co-ordinator, or on their behalf a **UKAS Accredited Company** will review the entire **Asbestos Management Plan on at least an annual basis** to ensure that all requirements are in place and procedures are being followed for the management of the ACMs. The Management Plan must be updated to reflect any changes to asbestos containing materials (material or priority assessment) which may then require remedial action, identified during the annual reinspection. The Management Plan will then be approved again for future use by the Asbestos Co-ordinator.

The Management Plan will also be **reviewed by the Asbestos Co-ordinator on a six monthly basis** to check and update for any changes in the business such as key personnel leaving, who have responsibilities under this Management Plan, additional training requirements, resourcing the Management Plan, changes to company procedures, refurbishment plans, failure of procedures, review of accidents / incidences, or change of use of the buildings.

Additional reviews may be required if changes occur that affect the Management Plan throughout the course of the year such as maintenance work, new tenants or employees.

The Management Plan must be signed on page 2 to indicate that it has been reviewed, even if no changes are required.

13. RECORD KEEPING

The following records shall be kept in support of this document for a minimum period of five years:

- Asbestos surveys and risk assessments
- Work activity risk assessments and safe methods of work
- Asbestos related work permits / authorisation to work forms (if used)
- Asbestos sampling results
- Routine visual inspection and air monitoring results
- Emergency visual inspection and air monitoring results
- All visual inspection and air monitoring results from asbestos removal / remedial works (excluding personal monitoring – see below)
- Asbestos containing material remedial work / removal records, including relevant HSE notifications
- Face fit certificates
- Asbestos contractor approval records
- Training records with respect to work with asbestos containing materials
- Records relating to the transportation and disposal of waste asbestos containing materials, including Environment Agency issued Consignment Notes.

The following records shall be kept in support of this document for a period of forty years from the date of last entry:

- Asbestos incident reports
- Occupational health records
- Personal monitoring reports
- RIDDOR notifications

14. COMPLETION RECORD

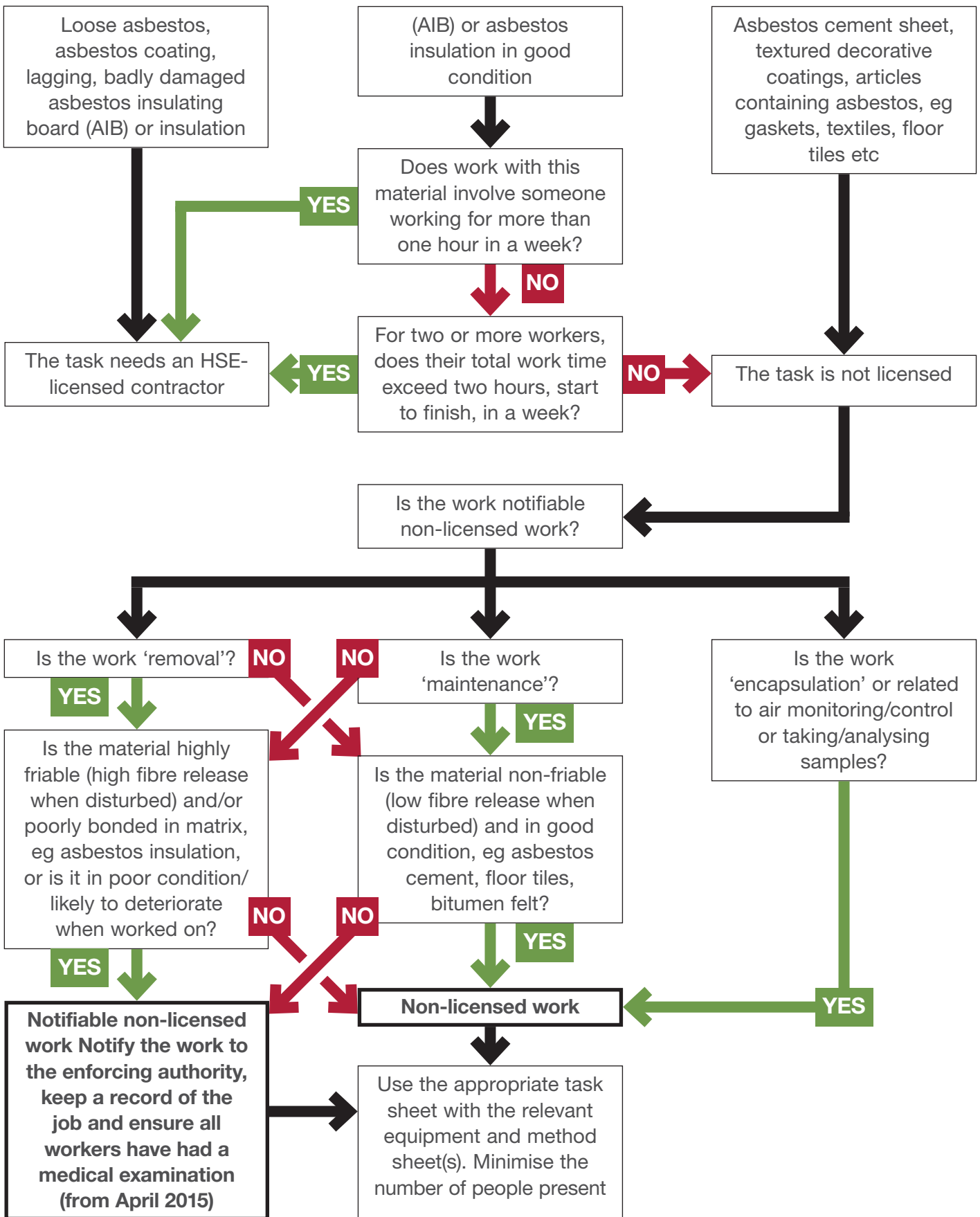
Please refer to the Training Tab of the Client Portal for completed attendance lists of all asbestos training completed.

Any third party training courses that have been attended must also be added to the portal by either the Co-ordinator or G&L Consultancy.

G&L TEAMS Client Portal: <https://reportsonline.gnl.org.uk>.

APPENDIX A

Decision flow chart



APPENDIX B

EXAMPLES OF LICENSED, NON-LICENSED AND NOTIFIABLE WORK

Table 1 - Examples of Licensed and Non-Licensed Work

Work which required a license from HSE	Work which does not usually require a licence from HSE
Removing sprayed coatings (limpet asbestos)	Small, short duration maintenance tasks where the control limits will not be exceeded
Removal or other work which may disturb pipe lagging	Removing textured decorative coatings by any suitable dust-reducing method
Any work involving loose fill insulation	Cleaning up small quantities of loose / fine debris containing ACM dust (where the work is sporadic and of low intensity, the control limit will not be exceeded and it is short duration work)
Work on millboard	Work on asbestos cement products or other materials containing asbestos (such as paints, bitumen, resins, rubber, etc.) where the fibres are bound in a matrix which prevents most of the them being released (this includes, typically, aged / weather AC)
Cleaning up significant quantities of loose / fine debris containing ACM dust (where the work is not sporadic and of low intensity, the control limit will be exceeded or it is not short duration work)	Work associated with collecting and analysing samples to identify the presence of asbestos
Work on AIB, where the risk assessment indicates that it will not be of short duration	

Table 2 - Examples of Non-Licensed Work that will normally be Notifiable Non-Licensed Work (NNLW)

Removal of asbestos cement products (e.g. roof sheeting) which are substantially damaged or broken up (e.g. as a result of fire or flood).
Removal of asbestos cement products (e.g. roof sheeting) where the material will be substantially broken up, creating significant quantities of dust and debris (e.g. 'dropping' an asbestos cement roof).
Large-scale removal of textured decorative coatings using steaming or gelling methods (e.g. beyond that required for maintenance activities such as installation / replacement of smoke alarms and light fittings).
Short duration (<2 hours) work on asbestos insulation.

EXAMPLES OF LICENSED, NON-LICENSED AND NOTIFIABLE WORK

Table 3 - Examples of Non-Licensed Work that will not normally be Notifiable Non-Licensed Work (NNLW)

Removal of asbestos cement products, (e.g. roof sheeting and rainwater goods) provided the material is carefully handles / removed without breaking up; this includes work with asbestos cement which is weathered but not otherwise substantially damaged.

Maintenance work involving asbestos cement products (e.g. roof sheeting and rainwater goods).

Removal of small areas of textured decorative coatings using gel / steam, to support other activities such as installation / replacement of smoke alarms and light fittings.

Removal without deterioration, of textured decorative coatings (e.g. if the backing board is carefully cut around to achieve virtually intact removal).

Drilling of textured decorative coatings for installation of fixtures / fittings.

Encapsulation and sealing-in work on ACMs that are in good condition (e.g. repairing damaged sealing material).

Removal and reattachment of loosely fixed (e.g. screwed) AIB panels in order to gain access to areas for other maintenance activities (e.g. under a bath to carry out pipework maintenance, or for access to a ceiling void for repair of lighting).

Painting / repairing AIB.

Short duration work to repair minor damage to AIB.

Short duration work involving drilling holes in AIB (e.g. when installing shelving).

Maintenance work involving asbestos in ropes, yarns and woven cloth.

Maintenance work on asbestos gaskets (including removal as part of repair and up keep of equipment).

Maintenance of asbestos containing felt and paper.

Maintenance work involving plastic paint coatings, PVC floors, panels and sealing compounds.

Maintenance of asbestos-containing conveyor belts / drive belts, bonded rubber, electric cable.

Maintenance of resin-based ACMs such as friction products (e.g. brake linings).

Air and bulk sampling for asbestos fibre.

Vinyl floor tiles

APPENDIX C

AUTHORISATION TO WORK

TO BE COMPLETED PRIOR TO STARTING WORK

Person responsible for works:

Area of works:

Description of works:

Persons undertaking works:

Date of Works:

1. Check asbestos register - Are any asbestos containing materials present?

- YES Enter details below then go to Q2
NO Go to Q9

COMMENTS:

2. Will asbestos containing material be disturbed during course of works?

- YES Enter detail below then go to Q3
NO Go to Q9

COMMENTS:

3. Due to the required disturbance of the asbestos containing material, is the work with asbestos classified as:

- LICENSED **LICENSED CONTRACTOR ONLY TO CARRY OUT WORK**
NOTIFIABLE NON-LICENSED Go to Q4
NON-LICENSED Go to Q5

COMMENTS:

AUTHORISATION TO WORK

TO BE COMPLETED PRIOR TO STARTING WORK

4. Has a suitable and sufficient plan of work been prepared for the work by a competent person; and has the work been notified to the relevant authority using [ASB NNLW1 form](#)?

YES

Enter detail below then go to Q6

NO

Work cannot be carried out

COMMENTS:

5. Has a suitable and sufficient plan of work been prepared for the work by a competent person?

YES

Enter detail below then go to Q6

NO

Work cannot be carried out

COMMENTS:

6. Have the persons undertaking the work received the appropriate level of training, hold correct face fit certificates for respiratory protective equipment to be used and have access to appropriate RPE, PPE, equipment and consumables?

YES

Enter detail below then go to Q7

NO

Work cannot be carried out

COMMENTS:

AUTHORISATION TO WORK

TO BE COMPLETED FOLLOWING COMPLETION OF WORK

7. Has the work been completed to a satisfactory standard and any asbestos dust / debris disturbed or produced been dealt with as per training?

- YES Go to Q8
NO Enter detail below then go to Q8
COMMENTS:

8. During the course of the work was an ACM completely removed or has there been a change to its quantity, extent of damage or surface treatment?

- YES Enter details on Work Completion Record.
Go to Q9
NO Go to Q9

9. During the course of the work were any additional asbestos containing materials presumed or identified?

- YES Enter details on Work Completion Record.
Go to Q9
NO Go to Work Sign Off

WORK SIGN OFF

By completing this section the person responsible for works and the person who carried out the works are confirming that the above work has been carried out satisfactorily, all questions have been answered correctly and any additional actions have been completed.

	Person responsible for works	Person completing works
Name:		
Signature:		
Date:		

APPENDIX D

WORK COMPLETION RECORD

Please complete the table with details of all asbestos remedial works carried out.

Survey Reference:

Building Room Number	Room Use	Position / Description	Product Type (AIB, AC etc.)	Date Work Carried	Contractor	Reference	Details / Comments / Air Test Reference

Work verified by:

Signature:

Date:

Information provided by:

Signature:

Date:

G&L Consultancy Ltd

APPENDIX E

APPENDIX F



**CLIFTON
DIOCESE**

PROPERTY SERVICES OFFICE
Alexander House, 160 Pennywell Road,
B r i s t o l , B S 5 0 T X
Tel: 0117 902 5592 Fax: 0117 902 5520
Website: www.cliftondiocese.com

Post 2000 Build Statement for *St Michael's, Shepton Mallet*

In accordance with the Asbestos Management plan, this statement is to inform personnel who refer to the asbestos register that the *Parish Room extension*, on site at *St Michael's, 6 Park Road, Shepton Mallet, BA4 5BP* was built in the year 2000 and completed in 2001 by *unknown contractor (see below)*.

It is considered that buildings constructed after the year 2000 are unlikely to contain asbestos within their fabric. However, caution should be exercised assessing the plant or equipment within the building, as asbestos may be still be present in moveable items brought into a building at a later date.

Signed: __ J L Tucker _____

Print Full Name: Jacqueline Tucker _____

Date: 21.02.2022 _____

It has not been possible to obtain exact dates for the construction of the extension to St Michael's, known as 'The Parish Room'. However, the working drawings are dated July 2000, tender documents are dated September 2000, and a letter of approval for the project, signed by Lawrence Payne, Property Services Offices is dated September 2000. It is believed the contractor was L J Hill Builders Ltd of Wells, a firm which went into liquidation in March 2017.

An Asbestos Building Survey was carried out on 25 May 2004 by IOM Consulting at the request of Lawrence Payne. It covers the entire premises except the Parish Room but on Page 1 the following paragraph appears: "The Presbytery was a two storey building with rendered walls. It had a pitched concrete slate roof with a flat roof to the extension which was built in 2000." The report therefore does not include this area.



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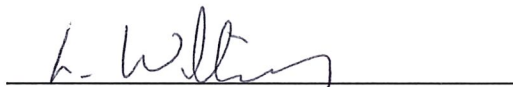
PROPERTY SERVICES OFFICE
Alexander House, 160 Pennywell Road,
B r i s t o l , B S 5 0 T X
Tel: 0117 902 5592 Fax: 0117 902 5520
Website: www.cliftondiocese.com

Post 2000 Build Statement for 14 Oxleigh Way

In accordance with the Asbestos Management plan, this statement is to inform personnel who refer to the asbestos register that the house building, on site at 14 Oxleigh Way, Stoke Gifford, Bristol BS34 8AL was built in the year 2015 and completed on the 18/6/2015 by Crest Nicholson Operations Limited, Crest house, Pyrcroft Road, Chertsey, Surrey, KT16 9GN.

It is considered that buildings constructed after the year 2000 are unlikely to contain asbestos within their fabric. However, caution should be exercised assessing the plant or equipment within the building, as asbestos may be still be present in moveable items brought into a building at a later date.

Signed:

A handwritten signature in black ink, appearing to read 'L. Williams', is written over a horizontal line.

Print Full Name: Lisa Williams

Date: 7th March 2022

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