

DIVINE RETREAT CENTRE

ST AUGUSTINE'S ABBEY, ST AUGUSTINE'S ROAD, RAMSGATE, KENT, CT11 9PA

Email: divinekent@gmail.com / Phone: 01843 586904 / Website: www.divineuk.org



Health and Safety Policy

Updated 07/2022

divinekent@gmail.com

Registered Charity No. 1154874
Part of the Vincentian Congregation
A non-profitable Christian religious charity organisation

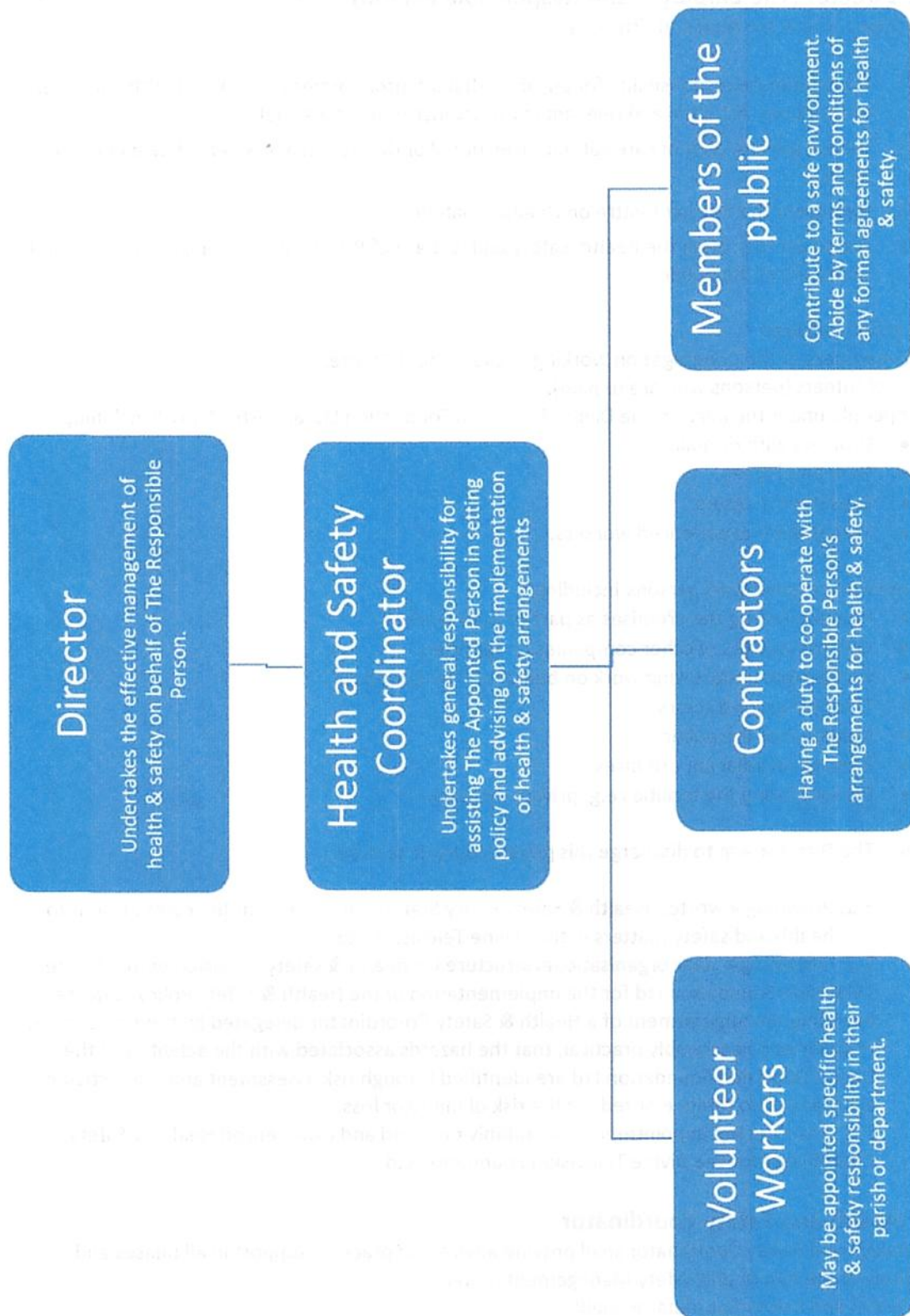
General Statement of Policy

The Divine Television Foundation Ltd (The Responsible Person) aims via this Health and Safety Policy to protect all those members of the Retreat Centre, visitors and others who may be affected by our activities and to secure the health, safety and welfare of everybody who visits our premises or who work for us in either a paid or voluntary capacity.

Our general statement of policy is to:

- In so far as it is reasonably practicable, provide for the health, safety and welfare of all our employees, volunteers and other relevant persons who carry out work for the Divine Television Foundation Ltd.
- In so far as it is reasonably practicable, provide for the health, safety and welfare of members of our Retreat Centre, visitors and others who may use our premises or take part in the activities we organise.
- Take reasonable steps to identify the hazards and associated risks within our premises and inherent in our activities and provide practical, sensible and proportionate means to control these.
- Consult with our priests, employees and volunteers and other relevant persons on matters affecting their health and safety.
- Provide information, instruction and supervision for our priests, employees and volunteers.
- Ensure that priests, employees and volunteers are competent to undertake the tasks expected of them or provide access to suitable competence and training where necessary.
- Ensure that all hazardous substances are handled and used safely.
- Provide and maintain safe plant and equipment.
- Maintain a healthy and safe environment for all those who use our facilities.
- Do all that is reasonable to prevent accidents and work-related ill health.
- Monitor health and safety continuously and to review this policy, organisation and arrangements for implementation in the light of any changes.
- In turn all those who undertake work for the Divine Television Foundation Ltd, whether they are priests, employees, volunteers or contractors, are expected to act responsibly, to prevent injury to themselves and others, and to co-operate with us in all matters relating to health, safety and the environment.

Organisation and Responsibilities



The Director (The Employer and Responsible Person)

The Director and the Board of Trustees:

1. Have ultimate responsibility for ensuring that statutory duties under the Health and Safety at Work etc. Act 1974 and relevant statutory instruments are met.
2. Have a general duty of care set out in Section 2 of the Health and Safety at Work etc. Act 1974.
3. Represent the Retreat Centre on Health & Safety.
4. Are to act to protect the health, safety and welfare of Priests, Volunteers, Retreatants and members of the public.

This action includes:

- For members of the Congregation working at the Retreat Centre.
- For volunteers (persons who are unpaid).
- For people under the aegis of the Divine Television Foundation Ltd at particular risk including:
 - Workers with disabilities.
 - New employees
 - Expectant mothers.
 - Young and inexperienced workers.

For certain non-employed persons including :

- Persons visiting the premises as part of their work.
- Representatives of other companies or agencies.
- Contractors undertaking work on behalf of 'The Employer'.
- Third party contractors
- Members of the public:
- Persons on adjacent premises
- Persons hiring the facilities e.g. private retreats.

5. The Director aim to discharge this general duty of care by:

- 5.1. Providing a written Health & Safety Policy Statement setting out the commitment to health and safety matters in the Divine Television Ltd.
- 5.2. Providing a clear organisational structure for health & safety provision within Divine Television Foundation Ltd for the implementation of the Health & Safety Policy Statement – including the appointment of a Health & Safety Co-ordinator delegated by them to ensure, in so far as is reasonably practical, that the hazards associated with the activities of the Divine Television Foundation Ltd are identified through risk assessment and that activities are planned to remove or reduce the risk of injury or loss.
- 5.3. Ensuring the appointment of a suitably qualified and experienced Health & Safety Coordinator for the Divine Television Foundation Ltd.

The Health and Safety Coordinator

The Health and Safety Coordinator shall provide advice and practical support in all phases and functions of the health and safety Management System.

The Health and Safety Coordinator shall:

- Provide regular reports to the Director on health and safety matters.
- Provide advice, recommendations and practical support in the preparation and maintenance of the Divine Television Foundation Ltd Health and Safety Policy by

reporting changes in relevant statutory requirements and feedback from current health and safety performance.

- Provide advice, recommendations and practical support in the preparation, operation and maintenance of the health and safety management system.
- Provide support to all sites on health and safety risk management, actions and reports and make recommendations to increase and/or improve health and safety performance.
- Provide health and safety information, advice, instruction and training throughout.
- Report serious accidents to the Health and Safety Executive Incident Contact Centre.
- Coordinate investigation of serious accidents and potentially serious incidents and make recommendations to prevent reoccurrence.
- Coordinate and foster a culture of health and safety and wellbeing.

Responsibility of Volunteer Workers

All clergy and volunteer workers have a duty to co-operate with the Health and Safety Policy Statement including to:

- Familiarise themselves with the information contained in the Health and Safety Policy & Guidelines document.
- Understand their responsibilities for health and safety.
- Operate within the limits of their competence
- Cooperate with The Director in meeting their statutory health and safety duties.
- Take reasonable care of themselves and others who may be affected by their acts or omissions.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.
- Report all accidents, dangerous occurrences, work related illness and near misses to the Health and Safety Coordinator.
- Understand all emergency procedures applicable to the premises or area in which they are working.
- Only use plant and equipment with which they are familiar or if necessary have received training in the use of or for which they have been authorised.
- Use all plant and equipment for the purpose intended in accordance with the manufacturer's instructions.
- Use and maintain all equipment provided for personal safety in a condition fit for that use, and report any defects immediately
- Report any condition which in their opinion is a danger

Responsibility of Contractors

Anyone entering the premises for the purposes of carrying out work, other than a member of the clergy, employee or volunteer worker will be regarded as a contractor.

- All contractors, including the self-employed, must abide by the following:
- Discharge their undertakings in a safe manner, within relevant health and safety laws, codes and standards.
- Conduct themselves in a manner sympathetic and respectful to the environment in which they are working.
- Have their own Health and Safety policy (where required by law) and provide a copy of the same which will be retained by the engaging party.
- Produce evidence that they have appropriate public and employers' liability insurance in place and provide a copy which will be retained by the engaging party.

- Demonstrate that they are competent to carry out the task for which they are engaged. This may be by reference to membership of a recognised trade association, references from other customers, evidence of qualifications held etc.
- Comply with all the requirements of this health and safety policy and co-operate with the engaging party or their authorised delegate(s) in providing an environment in which people can safely use the premises in which the work is being carried out whether at work or otherwise.
- Not commence work until they have received a safety induction specific to the premises where they are working and given by an authorised person e.g. Parish Priest or Parish Council Member.
- Take appropriate precautions to avoid exposure to asbestos.
- Not undertake any unauthorised building or maintenance work.
- Where plant and machinery is brought onto Diocesan premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
- Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the engaging party or their authorised delegate(s). However, responsibility will remain with the contractors.
- Any 'high hazard' work carried out on Diocesan premises must be carried out using a 'permit to work' and managed appropriately. 'High hazard' work includes any hot work, roof work etc.
- All contractors must observe the smoking arrangements in force on the premises where they are working. Usually this will require no smoking inside the premises and the disposal of waste smoking materials in a manner appropriate to the prevention of fire.

Contact Information

If you have a health and safety query or concern, please contact any of the following:

1. Divine Television Foundation Ltd

Health and Safety Coordinator

Divine Retreat Centre

St Augustine's Abbey

St Augustine's Road

Ramsgate

CT11 9PA

Telephone: 01843 586904

Email: divinekent@gmail.com

2. The Health and Safety Executive (HSE)

Website: <http://www.hse.gov.uk>

3. The Environmental Health Department of your Local Authority

Arrangements

The following section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of members of the clergy and volunteer workers, contractors and members of the public.

These arrangements are designed to demonstrate a level of commitment to managing hazards and risks. The exact way these measures are arranged may vary from one premise to another.

Accident Reporting

- It is our policy to encourage the recording of all injury accidents, however minor, in an Accident book or on an Accident Form. It is also our policy to encourage the recording of all serious non-injury incidents.
- A means of recording accidents and incidents is provided at all our administrative offices. Parishes and other Diocesan services are encouraged to make suitable provisions for the recording of accidents and incidents.
- Serious accidents and serious non injury incidents must be reported to the Health and Safety Coordinator and the Property Office as soon as possible. Wherever possible, details of the accident/ incident should be recorded in the premise's accident book, witnesses and photographic evidence collected and the scene preserved until advised by the HS Coordinator. However, the primary concern must always be to ensure any injured persons are safe and receiving any necessary medical assistance and that the premises are made safe to avoid further accidents/ incidents.
- All accidents and incidents of which The Diocese is made aware will be investigated to determine the causes and any actions necessary to prevent a recurrence. The Diocesan Health and Safety Co-ordinator will coordinate the investigation of all serious accidents and serious non-injury incidents of which he is made aware.
- Serious accidents, incidents and ill health which are reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** must be reported to the Diocesan Health and Safety Co-ordinator at the earliest opportunity. The Diocesan Health and Safety Co-ordinator will ensure that the accident is reported to the Health and Safety Executive (HSE) Incident Contact Centre without delay using the appropriate form from the HSE website.
- Parish Health and Safety Representatives are encouraged to assist with the investigation of accidents/ non injury incidents of which they are made aware.
- Instances of ill health reported in connection with work activities should be reported as soon as possible to the Diocesan HS Coordinator who will coordinate further action.
- All accident records and associated information will be filed confidentially and retained for at least 3 years

Refer to the Accident/ incident flow chart at Appendix A

Asbestos

We recognise our responsibilities under the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012 and will take account of all related Approved Codes of Practice, recognised guides and notes.

Within this policy “asbestos” refers to any fibrous form of:

- Crocidolite – blue asbestos
- Amosite – brown asbestos
- Chrysotile – white asbestos
- Anthophyllite
- Tremolite
- Actinolite and any mixture which contains one or more of the above.

The presence of asbestos containing materials (ACMs) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly. Activities which give rise to airborne dust, e.g. abrasion, breaking, sawing, cutting, drilling or machining ACMs, are most likely to present risks.

Persons in control of our premises must ensure the following for all premises constructed or substantially altered/ refurbished before the year 2000:

- A survey is carried out by a competent person for the identification of ACMs.
- Where ACMs are identified, these must be made safe either by removal or encapsulation
- Where ACMs are retained or suspected but unconfirmed, these must be subject to an Asbestos Management Plan prepared by a competent person. Records of ongoing management to be retained via the online profile for the property.
- Prior to any invasive works on property with retained or suspect ACMs, details of the location, type and condition of the material must be communicated to the person undertaking or coordinating the work. Where the work warrants further investigation e.g. a Refurbishment and Demolition Survey, this must be carried out by a competent person BEFORE WORK STARTS, the findings communicated to all relevant parties and all necessary measures taken to protect workers and others at risk from exposure.
- Only persons trained to identify and work with ACMs are to be permitted to work with asbestos.

Building Structure

We will ensure, so far as is reasonably practicable, that all those using our premises whether for work, worship or as visitors are able to do so safely. To facilitate this, a structural condition inspection will be conducted, as and when circumstances indicate this to be appropriate. Routine surveys and inspections will be initiated and recorded.

- Inspections include an examination of our grounds to avoid slip and trip hazards.
- Large trees which could present a hazard to people using our premises will be inspected regularly and where necessary remedial action implemented to minimise the risk of harm and damage to property.

- The success of our arrangements to maintain safe buildings for our clergy, volunteer workers, contractors and members of the public relies on the co-operation of all persons using the premises. Anyone discovering a fault, damage or defect is encouraged to report it.
- Where significant structural cracking is observed the Director will be informed will advise whether to appoint a structural engineer.
- Where necessary, temporary measures will be taken to avoid accidents until permanent repairs can be carried out.

Children and Young People at Work

- For the purposes of this policy document we define children as those persons under school leaving age (currently 16 years). Young people are defined as those persons over school leaving age but under 18 years.
- We recognise that children and young people may be at increased risk in the workplace due to their immaturity, inexperience and lack of risk awareness. We also recognise that persons over 18 years who are new to the world of work may be similarly vulnerable. In all cases, the health, safety and well-being of young workers should be managed on a case by case basis.
- Consideration of the risks associated with the tasks which the young person/child is to be undertaking, allowing for their immaturity, inexperience and lack of risk awareness must be made. Where appropriate a person specific risk assessment should be carried out. The individual should be provided with additional instruction and supervision as determined by the findings of the risk assessment.

Consultation

The Divine Television Foundation Ltd is committed to a partnership approach to risk management involving all those who work for it whether members of the clergy and volunteer workers.

We aim to encourage upwards and downwards consultation using existing channels including:

- Committees such as The Board of Trustees.
- Appointment of Health and Safety Representatives

We will consult with relevant persons through these channels on matters such as:

- Changes that may substantially affect their health and safety, for example, changes in work procedures, policy etc.
- Arrangements for competent advice and assistance on health and safety matters
- The provision of information on health and safety and preventative measures.
- The planning and organising of health and safety training

All are encouraged to involve those who plan and organise activities in the identification and evaluation of hazards and risks and in the choice of measures to protect the health, safety and wellbeing of all participants.

Contractors and Building and Maintenance Work

For the purposes of this document, a contractor is defined as any person who is engaged to undertake work for the Divine Television Foundation Ltd and who is other than a member of the clergy and volunteer worker.

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

Where persons in control of our premises engage contractors then a process should be followed including undertaking reasonable checks to establish that the contractor is competent including having appropriate insurance.

Most of the contract work falls within the definition of 'construction' and falls within the scope of the Construction (Design and Management) Regulations 2015 (CDM).

The CDM Regulations seek to secure construction health and safety through:

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

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

We also have obligations to manage contract works under other legislation including the **Management of Health and Safety at Work Regulations 1999**.

Larger projects, (those which last more than 30 working days and have more than 20 workers working simultaneously at any point in the project or those which exceed 500 person days) and any project over £10,000 will require notification to the relevant enforcing authority. Projects of this type must be reported to the Director who will ensure correct protocols are followed including applications for faculties for work where necessary, authorisation of works by the relevant diocesan committee and that all appointments and notifications required under the CDM Regulations are made in a timely manner and according to the requirements of these regulations.

Disabled Persons

- For the purposes of this document, our definition of disabled is taken from the Equality Act, 2010 where a person has a physical or mental impairment that has a

'substantial' and 'long term' negative effect on their ability to carry out normal daily activities.

- We recognise that disablement need not be a barrier to contributing to the activities of the Divine Television Foundation Ltd. We are committed to the inclusion of disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.
- Individual needs are discussed with the individual concerned on a case by case basis to facilitate agreement of a practical solution to maintaining their health, safety and well-being and to avoid endangering others who might be affected.
- We also recognise that there are occasions when people are temporarily disabled, for example following an accident or illness. We endeavour to encourage persons suffering temporary disablement to continue to work or participate in the activities of the Diocese as far as they feel able and will undertake to do that which is reasonable and practical to accommodate this.

Display Screen Equipment

- For the purposes of this document we define display screen equipment as a device or equipment that has an alphanumeric or graphic display screen and includes both conventional display screens and those used in emerging technologies such as laptops, touch screens etc.
- We recognise that the incorrect use of display screen equipment can impact on the health and wellbeing of the user. Accordingly, we seek to avoid musculoskeletal and other health problems associated with the use of display screen equipment by raising awareness to the potential causes, encouraging the use of adjustable equipment as much as possible and encouraging people using such equipment to do avoid situations which could cause discomfort.
- We recognise that individual factors influence the manner in which a workstation is set up and encourage users to assess their workstation and report problems in order to seek an individual solution as far as is reasonably practicable to do.

Driving for Work

- We recognise that there are occasions where an individual's work duties necessitate the use of a motor vehicle for example for outreaches.
- For the purposes of this document we define driving for work as that which is required in order for the individual to carry out their work. We do not mean commuting or choosing to drive where other forms of travel could be used or where the task could be completed another way.
- Whilst everyone who uses the public highway has a duty to comply with road traffic legislation, we recognise that we have some responsibilities as an employer to take practical and proportionate measures to keep workers involved in this activity safe.
- Volunteer workers required to undertake driving activities in pursuit of their work may be asked to provide evidence of their qualification and fitness to drive as well as evidence that the vehicle they use is fit for purpose and road worthy.

- We avoid putting drivers under excessive pressure such as might reasonably contribute to a road traffic accident e.g. avoid imposing unrealistic deadlines for completing journeys and not distracting drivers from the road by unnecessary contact with the office i.e. use of mobile phones while driving.

Drugs and Alcohol

- We recognise that the use of drugs and alcohol in our society is becoming increasingly common and that the misuse of drugs and alcohol often affects an individual's performance, conduct and relationships.
- We are committed to providing a safe environment for all people who work at or use our premises and participate in our activities and regard the excessive consumption of alcohol and illegal use of drugs to be in conflict with this aim. Accordingly, we will encourage our clergy, paid and volunteer workers to be mindful of the risks associated with working whilst under the influence of drugs and alcohol (which includes prescription drugs which might affect performance etc.) and that they ensure they are fit and capable to carry out the duties required of them.
- Visit the NHS Choices website to find out more about help and support for overcoming addiction.

Electrical Safety

- We recognise that electricity at work covers many areas of operations and can be associated with high risk conditions.
- We seek to ensure that electrical installations on our premises are maintained in a safe condition. Every 5 years electrical installations will be tested and inspected by a suitably competent person. Test and inspection reports will be retained on our online health and safety management system with remedial work implemented in accordance with the engineer's recommendations. Tests and inspections are initiated and reminders issued via our online health and safety management system.
- For the ongoing safety of electrical installations, we will rely on the person in control of our premises to be vigilant to and respond to faults as they occur.
- Only qualified, competent persons may undertake work on electrical installations in our premises.
- Any temporary electrical installation for which we are directly responsible will be installed, maintained and decommissioned by a suitably competent person.
- We seek to ensure that electrical equipment provided for use by our clergy, volunteer workers or members of the public is fit for purpose and measures implemented to maintain such equipment in a safe condition. This will be by means of regular inspection and where necessary testing by a suitably competent person.
- It is recognised that the maintenance of electrical equipment will require the cooperation and vigilance of people using such equipment to report defects and remove faulty equipment from service.

Environment

- We continually review the impact our activities and premises have on the environment and identify ways where improvements can be made.

'substantial' and 'long term' negative effect on their ability to carry out normal daily activities.

- We recognise that disablement need not be a barrier to contributing to the activities of the Divine Television Foundation Ltd. We are committed to the inclusion of disabled persons and will endeavour to introduce reasonable adjustments to facilitate this where necessary.
- Individual needs are discussed with the individual concerned on a case by case basis to facilitate agreement of a practical solution to maintaining their health, safety and well-being and to avoid endangering others who might be affected.
- We also recognise that there are occasions when people are temporarily disabled, for example following an accident or illness. We endeavour to encourage persons suffering temporary disablement to continue to work or participate in the activities of the Diocese as far as they feel able and will undertake to do that which is reasonable and practical to accommodate this.

Display Screen Equipment

- For the purposes of this document we define display screen equipment as a device or equipment that has an alphanumeric or graphic display screen and includes both conventional display screens and those used in emerging technologies such as laptops, touch screens etc.
- We recognise that the incorrect use of display screen equipment can impact on the health and wellbeing of the user. Accordingly, we seek to avoid musculoskeletal and other health problems associated with the use of display screen equipment by raising awareness to the potential causes, encouraging the use of adjustable equipment as much as possible and encouraging people using such equipment to do avoid situations which could cause discomfort.
- We recognise that individual factors influence the manner in which a workstation is set up and encourage users to assess their workstation and report problems in order to seek an individual solution as far as is reasonably practicable to do.

Driving for Work

- We recognise that there are occasions where an individual's work duties necessitate the use of a motor vehicle for example for outreaches.
- For the purposes of this document we define driving for work as that which is required in order for the individual to carry out their work. We do not mean commuting or choosing to drive where other forms of travel could be used or where the task could be completed another way.
- Whilst everyone who uses the public highway has a duty to comply with road traffic legislation, we recognise that we have some responsibilities as an employer to take practical and proportionate measures to keep workers involved in this activity safe.
- Volunteer workers required to undertake driving activities in pursuit of their work may be asked to provide evidence of their qualification and fitness to drive as well as evidence that the vehicle they use is fit for purpose and road worthy.

- It is the policy in Divine Television Foundation Ltd to accept responsibility for the harmful effects our activities have on both the local and global environment and to be committed to reducing them.
- We will comply with all relevant environmental legislation.
- We seek to raise awareness on environmental issues and enlist the support of clergy and volunteer workers and other relevant personnel in improving our environmental performance.
- We will encourage the adoption of similar principles by our suppliers.

Fire Safety

We seek to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 and where appropriate The Housing Act, 2004.

The person in control of our premises is identified as the Responsible Person for fire safety and will ensure an assessment of the risk of fire starting and the risk to occupants in the event of fire is carried out.

Corrective action identified from the fire risk assessment should be followed up in a timely manner by the Responsible Person (fire). Measures requiring substantial financial investment should be discussed with the Director to avoid unnecessary expense.

The Responsible Person (fire) will ensure that installed fire safety systems and equipment are properly maintained and records retained online to demonstrate compliance. In addition, regular in house fire safety checks will be undertaken and recorded via the Premises Inspection Checklist.

Suitable emergency fire procedures will be established by the Responsible Person and communicated to all relevant persons by the best practical means e.g. face to face briefing, notices. Where appropriate, people will be appointed to assist with the implementation of emergency fire procedures.

If you discover a fire:

1. Raise the alarm according to the specific arrangements in your premises e.g. shout FIRE, activate the nearest fire alarm call point etc.
2. Remember to warn occupants of neighbouring building(s) who are likely to be at risk if the fire spreads
3. Call the fire brigade by dialling 999 from the nearest available telephone. If this is a mobile phone give the full postal address of the premises and if asked confirm that there is evidence of fire (e.g. smell or sight of smoke and flames).
4. Clear the building and switch off any plant or equipment which might make the fire worse e.g. cooking equipment, ventilation equipment but without taking personal risk
5. Attack the fire if you have been trained to do so using the appliances provided, but without taking personal risk.

6. Evacuate the building by the nearest available exit to the fire assembly point which will be a place where people will be safe from the fire. Try to close all doors and windows behind you as you leave, without taking personal risk.
7. **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
8. **AWAIT THE FIRE BRIGADE AND DO NOT RE-ENTER THE BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO**

First Aid

- As a minimum, a first aid box and a person appointed to take charge of first aid arrangements such as calling an ambulance, will be provided in our administrative offices. Employees in these offices will be advised about the first aid arrangements available to them.
- Whilst we recognise that it is not a legal requirement that we make provision within our first aid arrangements for persons other than our paid workers we seek to provide first aid equipment. We rely on the good will of volunteers to provide first aid treatment at our services and other activities.
- The persons in control of the premises are encouraged to review their first aid arrangements regularly and update these arrangements where appropriate. As a minimum, premises should provide a basic first aid kit containing a selection of simple dressings. Lotions, creams, tablets and other items which could be regarded as a medicine must NOT be included in first aid boxes provided for use by paid or volunteer workers or members of the public.

Food Safety

- We follow good hygiene practice governing the preparation, storage and service of foodstuffs.
- We seek to ensure that all food handlers who regularly provide a food service at our administrative offices and Retreat Centres have access to appropriate information, instruction, supervision and training on safe food handling.
- We encourage all to assist with the implementation of good hygiene practices among food handlers, providing appropriate information, instruction, supervision and where necessary formal training depending on the nature of the food preparation activity.
- We seek to ensure that an appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- We do not guarantee that food provided on the premises for consumption by clergy, and volunteer workers or members of the public is suitable for people with food allergies or intolerances. Persons with food allergies or intolerances must make their own judgement based on their understanding of their condition.
- Kitchen furniture and equipment will be fit for purpose, kept clean and well maintained.
- Persons using kitchen facilities and equipment must ensure they are authorised to do so by the responsible person at the premises.

- It is the policy in Divine Television Foundation Ltd to accept responsibility for the harmful effects our activities have on both the local and global environment and to be committed to reducing them.
- We will comply with all relevant environmental legislation.
- We seek to raise awareness on environmental issues and enlist the support of clergy and volunteer workers and other relevant personnel in improving our environmental performance.
- We will encourage the adoption of similar principles by our suppliers.

Fire Safety

We seek to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005 and where appropriate The Housing Act, 2004.

The person in control of our premises is identified as the Responsible Person for fire safety and will ensure an assessment of the risk of fire starting and the risk to occupants in the event of fire is carried out.

Corrective action identified from the fire risk assessment should be followed up in a timely manner by the Responsible Person (fire). Measures requiring substantial financial investment should be discussed with the Director to avoid unnecessary expense.

The Responsible Person (fire) will ensure that installed fire safety systems and equipment are properly maintained and records retained online to demonstrate compliance. In addition, regular in house fire safety checks will be undertaken and recorded via the Premises Inspection Checklist.

Suitable emergency fire procedures will be established by the Responsible Person and communicated to all relevant persons by the best practical means e.g. face to face briefing, notices. Where appropriate, people will be appointed to assist with the implementation of emergency fire procedures.

If you discover a fire:

1. Raise the alarm according to the specific arrangements in your premises e.g. shout FIRE, activate the nearest fire alarm call point etc.
2. Remember to warn occupants of neighbouring building(s) who are likely to be at risk if the fire spreads
3. Call the fire brigade by dialling 999 from the nearest available telephone. If this is a mobile phone give the full postal address of the premises and if asked confirm that there is evidence of fire (e.g. smell or sight of smoke and flames).
4. Clear the building and switch off any plant or equipment which might make the fire worse e.g. cooking equipment, ventilation equipment but without taking personal risk
5. Attack the fire if you have been trained to do so using the appliances provided, but without taking personal risk.

Hazardous Substances

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

Heating Equipment

- Heating equipment will be checked and maintained regularly by a competent person e.g. Gas Safety registered engineer for gas equipment. Records of checks and maintenance work will be kept on file and a copy of the annual gas safety certificate or equivalent where other forms of heating apply will be retained on the online health and safety management system. Any remedial work identified will be implemented according to the recommendations of the engineer.
- Portable heating equipment will be avoided where possible. Where portable heating equipment is necessary it will be selected to be fit for purpose, be well managed to avoid fires and trip hazards and be well maintained.
- Persons in control of our premises will be encouraged to establish emergency procedures for heating appliances e.g. suspected gas leaks, oil leaks and to communicate such procedures to relevant persons.
- Measures to protect personnel from the effects of exposure to carbon monoxide gas will be implemented where appropriate. This will usually involve the installation of a carbon monoxide gas alarm installed near gas appliances, solid fuel burning stoves and open fires.
- Surfaces which become hot such that a burn or scald could be sustained will be protected by a suitable guard to avoid direct contact.

Legionnaires' Disease

The Divine Television Foundation Ltd recognises the risk presented by the growth of legionella bacteria in water systems in accordance with the HSE's 'Approved Code of Practice (L8) (ACOP) – Legionnaires Disease: The Control of Legionella Bacteria in Water Systems' and takes steps to manage these risks.

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

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

Lifting Operations and Lifting Equipment

- Lifting equipment will be purchased according to a process which ensures equipment is fit for purpose and complies with appropriate standards.
- All persons involved in lifting operations will be competent and where appropriate qualified for the task and authorised to operate the plant and equipment involved.
- Lifting equipment will be maintained according to the provisions of the Provision and Use of Work Equipment 1998 (PUWER) and where appropriate the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- All lifting operations will be planned, supervised and assessed for risk.

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.
- We recognise that manual handling operations have the potential to cause musculoskeletal disorder (MSD) which can lead to long term ill health. We are committed to the avoidance those activities which could increase the risk of long term ill health for the good of The Clergy and volunteer workers and society as a whole.

Accordingly, we will:

- Where possible seek to design out manual handling risks prior to any alteration to our buildings, new activities or the purchase of new equipment.
- Encourage the people in control of our premises to raise awareness to the dangers of manual handling among their personnel and where necessary carry out an assessment of the hazards and associated risks to establish practical and proportionate measures to minimise their impact.

New Starters

We recognise that new starters are likely to be unfamiliar with their work place and work role. As such they are at increased risk.

We encourage all those in control of premises to establish an effective means to:

- Ensure new appointees are competent to carry out the tasks associated with their employment (whether paid or voluntary).
- Where gaps exist to provide additional training and/ or supervision. The level of supervision will be commensurate with the level of risk and take into account individual characteristics e.g. age and aptitude.
- Provide new starters with safety critical information such as fire procedures and first aid arrangements within their first day at work (Safety Induction Training).

Personal Protective Equipment (PPE)

- Personal protective equipment is defined as equipment that will protect the user against health and safety risks. It can include items such as safety glasses, head protection, high visibility clothing, safety footwear, gloves and safety harnesses.
- Taking account of what we know about our normal day to day activities, the activities likely to necessitate our clergy or volunteer workers to use PPE is mainly restricted to cleaning and maintenance tasks. The type of PPE required tends to be limited to simple items such as gloves, glasses, footwear, high visibility clothing and ear defenders.
- We encourage the person in control of our premises to be aware of the activities being undertaken in and around the premises for which they are responsible and to provide suitable and sufficient PPE where there is no reasonable alternative in order to protect persons from exposure to a hazard. Such equipment must be provided at no charge to those needing to use it. No person should be asked to undertake a task for which they are not competent and should highlight the limits of their competence for the removal of doubt.
- Where PPE is used for the protection of exposure to a hazard, persons needing to use the equipment should be familiar with the purpose of the equipment and understand how to correctly use, store, maintain and replace the equipment.

Personal Safety (see also Working Alone)

- Violence at work is defined by the Health and Safety Executive as 'Any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to his or her employment'.
- We recognise that our clergy, and volunteer workers may be at risk of violence or harassment from members of the public. These persons may be at risk because they are involved in activities such as:
 - Working with individuals who have known risks e.g. persons with mental health issues or who are intoxicated.
 - Travelling between work locations.
 - Carrying equipment, confidential information or involved in the counting or transporting of money.
 - Working alone in their workplace or working away from their principal work base.

These persons may be physically isolated from colleagues and without access to immediate assistance.

Persons in control of our premises are encouraged to raise awareness to the hazards and risks to themselves and their paid and volunteer workers and establish practical and proportionate measures to control these hazards and risks. For example, persons at risk should:

- Be competent to undertake their duties safely.
- NOT take unnecessary risks.
- Be aware of the hazards and risks to which they are exposed and the measures to be used to protect them e.g. avoiding working late at night,

avoiding working in isolated areas, ensuring access to a safe means of escape etc.

- Make sure that their line manager or other responsible person is aware of any medical condition or other personal circumstance which might reasonably impact on their ability to work safely alone or in a high-risk situation.
- Know what to do if something goes wrong.
- Inform a colleague, family member or friend (whichever is appropriate) of their whereabouts, what they are doing and when they should be expected back to their normal workplace or home.
- Report promptly any concerns, threats or potentially dangerous situations.

Persons who have a responsibility for managing people who are vulnerable to violence and harassment, must:

- Understand the importance of ensuring the hazards and risks are correctly evaluated.
 - Obtain professional advice and assistance when problems arise.
 - Understand the practical and emotional implications of working alone or in difficult situations.
- Clergy experiencing violence and harassment should contact their Director.
 - The Director will identify those activities taking place in our Retreat Centres and other facilities and evaluate these specifically for the purposes of determining the level of risk posed to those involved and whether there is a need to do more to protect people.
 - Reducing the risk will primarily depend on establishing guidelines for appropriate working procedures and providing training for those involved.
 - The design of our premises also influences the risk and where we can redesign workplaces, we will seek to include improvements to reduce the risk of violence.
 - We will robustly investigate any incidents of violence and harassment to our personnel to identify the root causes and avoid recurrences.
 - Management Team is available to those who have suffered from verbal abuse or physical assault and it is our policy to involve the Police for a full investigation of any person who assaults our clergy or volunteer workers.

Pregnant Workers

- We are committed to protecting the health and safety of women of childbearing age and new or expectant mothers, to ensure compliance with the **Management of Health and Safety Regulations 1999**. We do not equate pregnancy with ill health, but we recognise that the health and safety implications must be addressed.
- Persons in control of our premises will ensure that suitable and sufficient generic risk assessments are carried out and documented to incorporate significant, foreseeable hazards to women of child-bearing age. Upon receipt of written notification that a paid or volunteer worker is pregnant this generic risk assessment will be reviewed to identify whether there is a need to carry out a person specific

risk assessment for the expectant mothers and their unborn child. Remedial action will be taken based on these assessments, taking into account the level of risk identified.

- Employees and other persons affected will be made aware of the results of risk assessments so that new or expectant mothers are not put at risk of injury or ill-health from any foreseeable hazard.

Safe Access, Egress and Workplace

- We will endeavour so far as is reasonably practicable to provide safe access, egress and a safe place of work for all those working at our premises.
- Some of our activities take place in areas to which the public have access. We therefore take account of risks to the public within our risk assessments including the risks to children and people with disabilities.
- We will encourage those in control of our premises to undertake regular inspections to identify hazards which might affect people working in, visiting or passing by our premises. Where hazards cannot be immediately rectified we encourage those in control to put in place effective and appropriate measures to warn people of the dangers and protect them from such dangers.
- Where the activities or undertakings conducted in our premises result in the temporary obstruction of fire exits and escape routes and affect the functioning of safety critical systems and equipment such as fire alarms and fire extinguishers we encourage those in control to take account of this and make alternative arrangements to maintain a safe environment for their personnel and members of the public.
- For the duration of building and maintenance work, when the building is in use, appropriate risk control measures should be implemented such as barriers and signs. Persons in control of our premises should take into account the need to be alert to building users who may have special needs or be too young to comprehend warning signs and instructions.
- Safety equipment will be provided to assist people in an emergency including fire extinguishing equipment.
- Warning signs and signals will be provided to warn personnel and other users of our premises of hazards to which they might reasonably be exposed. Persons in control of our premises are encouraged to identify these hazards through risk assessment. Signs and signals should be deployed appropriately in accordance with statutory requirements and best practice.

Safe Environment and Welfare Facilities

- We will ensure, so far as is reasonably practicable that we provide a safe environment and suitable and sufficient welfare facilities for those working at our premises e.g. toilets, washing and kitchen facilities.
- The comfort of our staff, whether they are volunteer workers, is a high priority. Persons in control of our premises are encouraged to do all that is reasonably practicable to ensure a good standard of thermal comfort, adequate ventilation and sufficient lighting. This will be achieved by providing:

- A means of heating our premises which is appropriate to the nature and use of the premises.
- Windows which can be opened.
- Portable fans where necessary.
- Lighting which is suitable for the tasks undertaken.
- Where required emergency lighting which lights escape routes and high hazard areas in the event of failure of the normal lighting circuit.
- All equipment provided for the purpose of workplace comfort will be subject to periodic checks, maintenance and repairs by competent engineers. Certain checks will be recorded and copies kept on our online health and safety management system.
- To assist in monitoring the indoor workplace temperature, thermometers should be available.

Safeguarding of Children, Young People and Vulnerable Adults

- This Divine Television Foundation Ltd is committed to safeguarding children, young people and vulnerable adults in accordance with the procedures issued by the Catholic Safeguarding Advisory Service and policy and procedures
- We have a Divine Television Foundation Ltd Safeguarding Commission and a Diocesan Safeguarding Officer who with the individual parish safeguarding representatives manage and promote the safeguarding of children, young adults and vulnerable adults.

Safety of Plant and Equipment

- We recognise the importance of providing plant and equipment which is fit for purpose, well designed to minimise risk to users and well maintained. Accordingly, we encourage those persons in control of our premises to establish purchasing policies and maintenance regimes which meet these high standards and introduce appropriate measures to ensure people using plant or equipment understand how to do so correctly.
- People using complex machinery or equipment in our premises should be trained to do so including being familiar with emergency procedures. Effective measures MUST be established to avoid untrained persons operating complex or dangerous machinery or equipment e.g. equipment locked away.

Slips, Trips and Falls

- We endeavour to ensure, so far as is reasonably practicable, that floor or ground surfaces are fit for purpose and maintained to minimise the risk of slips and trips.
- We review our premises for slip, trip and fall hazards and take action to resolve any issues identified. Housekeeping standards and the condition of floors are reviewed regularly, and corrective measures implemented where defects are found.

- The prevention of slip and trip accidents in the workplace relies on the involvement of all personnel and everyone is encouraged to deal with hazards as they arise. Personnel are reminded of the importance of storing equipment in designated locations and keeping walkways free from obstructions and trailing cables. They are also encouraged to report hazards, seeking assistance with any which they cannot easily and safely resolve themselves.
- Storage areas should be of enough capacity, well managed and under the control of an identified person.
- Cleaning regimes should be designed to control the build-up of dust, grease and other slip hazards, with all hard flooring cleaned regularly. If there is a spillage, local personnel are encouraged to ensure that it is cleaned up promptly and any wet floor is clearly highlighted.
- Wet floor cleaning should be restricted to times outside normal operating hours or when occupancy is low. Suitable warning should be given where floors remain wet after cleaning or as a result of other causes such as wet weather is deployed e.g. wet floor signs, positioning of personnel to provide warning etc.
- Waste should be removed regularly to ensure that it does not accumulate and cause a trip hazard.
- Personnel are encouraged to wear sensible footwear on our premises taking account of the activity in which they are involved, the conditions etc.
- Suitable and enough lighting should be provided for normal tasks, and emergency lighting provided to aid escape in case of lighting failure. Lighting should be routinely checked.
- Persons in control of our premises are encouraged to establish arrangements for dealing with ice, snow and the accumulation of leaves on a timely basis to reduce the slipping risk in external areas.

Smoking

- Smoking is not permitted within any of our premises to which members of the public, paid or volunteer workers have access. This will include the presbytery where this is used to receive any such persons.
- No Smoking signs MUST be displayed clearly on the entrances to our premises in accordance with statutory requirements.
- Smokers are requested to ensure that they have disposed of their smoking material in a manner which avoids a fire starting i.e. material fully extinguished and NEVER brought back into the buildings for disposal. Where smoking is identified as a significant hazard on our premise's receptacles should be provided for smoking materials.
- Visit the NHS Choices website for help and support for people wanting to give up smoking.

Work Related Stress

- Stress is defined as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'.

- We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. We also recognise that stress can be caused by factors outside the work environment such as relationships, high pressure personal incidents such as bereavement, moving to a new house etc. We cannot seek to interfere with how individuals manage stress outside the work environment but we do recognise that these pressures affect work performance and could impact on the health, safety and wellbeing of those suffering from stress, work colleagues and other relevant persons.
- We recognise that people have different tolerance levels when coping with stress and therefore seek to manage work related stress on a case by case basis.
- Common indicators of stress include:
 - Low self esteem
 - Making more mistakes at work
 - Working inefficiently
 - Working excessive hours
 - Behaving out of character
 - Increased reliance on alcohol, caffeine and/or nicotine
 - Disturbed sleep patterns
 - Poor concentration and memory loss
 - Feeling unwell, disorientated or emotional
- Anyone recognising these symptoms and who feels that their work could be affected as a result should take the following steps:
 - Clergy should contact their Director.
 - Volunteers should contact the person to whom they report.
 - In all cases you should request a meeting explaining why you want to see them. You can take a co-worker with you for support if you feel you need to.
 - If it is identified that the stress is being caused or made worse by work factors, we will discuss how we can work together to reduce the stress.
 - We may refer you to a medical practitioner or ask you to see your GP.

Working Alone

- The Health and Safety Executive (HSE) defines lone workers as 'those who work by themselves without close or direct supervision.' Lone working may occur when clergy, employees or volunteers are working alone in our premises, working in the premises before or after normal hours and when working away from the main work site.
- It is our policy to avoid the need for lone working as far as is reasonably practicable. However, we recognise that there are times when it is unavoidable. The person in control of the premises must ensure that safe procedures to minimise the risks to lone workers are established and communicated to those involved. Including:
 - Not working alone unless authorised to
 - Not undertake any task that might put the worker in harm's way
 - Understand the task and what to do if something goes wrong

- Establish 'check in' arrangements with someone so the alarm can be raised if necessary.
- Not to work alone if they feel uncomfortable about it
- Don't work alone if you feel unsafe
- Contractors who undertake work on our premises are responsible for their own lone working arrangements but in any case, may not commence work without the authority of the person in control of the premises at which they are working.

Working at Height

- Work at height is defined as work in any place where, if there were no precautions in place, a person could fall a distance likely to cause personal injury (for example through a fragile roof).
- As far as is reasonably practicable the person in control of our premises should design tasks to avoid the need to work at height. In particular, we recognise that a fall in excess of 2 metres (2m) is more likely to result in serious injury. As such no untrained person should be permitted to work where they might fall more than 2m and a task specific risk assessment has been carried out and adequate measures are in place to prevent a fall e.g. guarding to an exposed edge or use of a work platform rather than a ladder.
- Control measures should be in line with the hierarchy of control outlined in the **Work at Height Regulations 2005**.

Hierarchy of control measures Work at height Regulations 2005

- Avoid the need to work at height e.g. use extending equipment from ground level.
- Prevent falls using appropriate access equipment e.g. work platforms.
- Reduce the distance and consequences of a fall should one occur.
- Persons in control of our premises **MUST** ensure that persons engaged in work at height are competent to do so or supervised by someone who is competent. This is likely to require engaging competent contractors where competence is not available 'in house.'
- Persons working by themselves should **NOT** be permitted to carry out work from height.
- The person in control of our premises should carry out a general work at height risk assessment a copy of which should be recorded.
- Ladders, steps and other equipment used for work at height **MUST** be subject to routine checks which should be recorded.

Risk Management and Performance Monitoring and Review

Risk Identification

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

The Health and Safety Committee will agree a general risk profile covering the activities of Divine Television Foundation Ltd. This will be based on:

- Statutory requirements, codes of practice and standards relevant to our activities.
- Accident, illness and claims data

The Health and Safety Committee will review the general risk profile from time to time to ensure it remains accurate.

Risk Assessment

Risk assessment is a systematic process by which the potential risks that may be involved in an activity or undertaking are evaluated.

When considering risk assessment be aware that:

- A hazard is anything which has the potential to cause harm, such as electricity, working from a ladder, using a cleaning chemical etc.
- A risk is the chance, big or small, that somebody might be harmed by these hazards together with an indication of how serious the harm could be.

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

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

The significant findings of risk assessments should be communicated to relevant persons in the form of safe procedures for example, lone working procedure, emergency fire procedure etc.

The person in control of our premises is responsible for ensuring that risk assessments are carried out, regularly reviewed and updated where appropriate. Copies of certain risk assessments will be kept on our online health and safety management system.

We recognise that most of the personnel on whom we rely to manage risk in our premises are not trained health and safety professionals, nor do we believe it is necessary for them to be so. We are committed to providing resources to assist people unfamiliar with risk assessment to undertake thorough and meaningful assessments.

H&S Performance Monitoring and Review

We are committed to regularly monitoring, reviewing and continually improving health and safety performance. To do this we will:

- Identify health and safety goals which are specific, achievable, realistic and timely. We will use these goals to establish a health and safety action plan which we will use to measure our performance on an annual basis.
- Arrange for our health and safety performance to be independently reviewed by our health and safety consultants initially on an annual basis.

In addition:

- The Health and Safety Coordinator will monitor health and safety.
- The Committee will make a report based on the minutes of their meeting to the regular meeting of the Board of Trustees.
- The Safety Representatives will monitor health and safety performance via the parish online account and report regularly.
- Where deficiencies in health and safety performance are noted, we will consult with all relevant parties to seek a practical and sustainable resolution.

H&S Audit

A process of periodic review will be developed to establish that our health and safety management system remains fit for purpose and that records retained to demonstrate compliance are accurate and of good quality.

Appendix A: Incident/ Accident Reporting

