

# **The Catholic Syro-Malabar Eparchy of Great Britain**



## **HEALTH AND SAFETY POLICY AND GUIDANCE**

“This is my commandment, that you love one another as I have loved you” (John 15:12). The Catholic Syro-Malabar Eparchy of Great Britain give very much importance for health and safety and is committed to give information for all Clergy, parishioners, visitors, employees, Staff and volunteers. The Board of Trustees recognise that we have both a moral and a legal duty of care towards protecting the health and safety of all those Clergy, parishioners, visitors, employees, Staff and volunteers and others who may be affected by our activities and that managing health and safety is a critical function of the Eparchy.

We ensure a safe place and system of work for employees, Staff and volunteers and other workers to prevent personal injury, work related ill-health and damage to property. We inform all clergy, employees, Staff and volunteers and other workers of their personal responsibilities to take due care of health and safety. We continually monitor health and safety and if necessary revise policies and procedures to ensure health and safety standards are maintained.

This health and safety policy outlines in detail the expectations in the Eparchy has of those who work for it in matters relating to health and safety. The Catholic Syro-Malabar Eparchy of Great Britain maintains only two parishes by our own and all other communities are supported by the Catholic Diocese of England and Wales.

The Board of Trustees will:

- Appoint appropriate persons with a particular interest and knowledge in Health & Safety in order to safeguard the health & safety in the Eparchial Level.
- Regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.
- Communicate and consult with all Clergy, parishioners, employees, Staff and volunteers, visitors and others who may be affected by our activities on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Eliminate risks to health and safety, where possible, through good selection and design of materials, buildings, facilities, equipment and processes
- Encourage those individuals who may be affected by our activities to identify and report hazards so that we can all contribute towards improving safety

- Provide adequate resources to ensure that our Health & Safety Management system is established, implemented and maintained in order to control the health and safety risks arising from our activities
- Appoint competent persons in parishes to provide assistance in Health & Safety obligations
- Provide adequate information, instruction, training and supervision to ensure everyone that works for us are competent to undertake their roles
- Provide an organisational structure that defines the responsibilities for health and safety
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement

The Health and Safety Policy will be reviewed annually or sooner if deemed necessary to reflect major changes to our activities, changes to legislation or as a response to serious issues raised through an audit. Any changes to the Policy will be brought to the attention of Clergy, Parishioners, Employees and Staff and volunteers .

## **Board of Trustees**

Dated  
July 3<sup>rd</sup> 2020

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## **STATUTORY INSPECTIONS**

The Bishop and the Board of Trustees will:

- Communicate and consult with all Clergy, parishioners, employees, Staff and volunteers , visitors and others who may be affected by our activities on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Eliminate risks to health and safety, where possible, through good selection and design of materials, buildings, facilities, equipment and processes
- Appoint competent persons and adequate resources to provide assistance in meeting our Health & Safety obligations
- Provide adequate information, instruction, training and supervision to ensure everyone that works for us in either a paid or in a voluntary capacity are competent to undertake their roles
- Provide an organisational structure that defines the responsibilities for health and safety

## **PARISH PRIEST'S RESPONSIBILITIES**

**The Parish Priests have overall responsibility for ensuring our compliance with Health and Safety legislation within their Parish. They will ensure that:**

- Our Health & Safety policy is implemented and communicated effectively and progress monitored
- Competent persons are appointed to provide health and safety assistance and advice in the form of Parish Health & Safety Co-ordinators
- Suitable and sufficient Risk Assessments are conducted and recorded for Parish maintenance, cleaning, activities and events
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- Statutory examinations are planned, completed and recorded
- There is regular communication and consultation with and Staff and volunteers on health and safety issues
- An effective training programme is established to ensure Staff and volunteers and paid workers are competent to carry out their work in a safe manner
- Accidents, occupational ill health and incidents at work are recorded, investigated and reported to the Eparchial Property Manager. Reportable Injuries, Diseases and Dangerous Occurrences (RIDDOR) events are to be reported to both the Eparchial Property Manager.
- Church premises or facilities rented out in full or in part should be subject to the terms of this this policy and a rental agreement should be prepared for such occasions, agreed and signed by the parties involved.

## **RESPONSIBILITIES AND RULES**

### **Staff and Staff and volunteers Responsibilities**

It is the responsibility of all Staff, and volunteers members of church ministries and faith groups to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All Staff and volunteers have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc. Act 1974.

Staff and volunteers must therefore:

- Take reasonable care of their own safety. Observe the safety rules
- Comply with the Health and Safety Policy
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- Dress sensibly and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- Report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- Report all accidents to their supervisor whether an injury is sustained or not
- Attend as requested any health and safety training course
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

#### **Health and Safety Rules: General**

- It is the duty of all Staff and volunteers to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Staff and volunteers must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Staff and volunteers are required to notify the Parish Priest of any unsafe activity, item or situation.

#### **Working Practices**

- Staff and volunteers must not operate any item of plant or equipment unless they have been trained and authorised.
- Staff and Volunteers under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Staff and Volunteers must not smoke except in prescribed areas.

#### **Hazard / Warning Signs and Notices and Working Conditions / Environment**

- Staff and volunteers must comply with all hazard/warning signs and notices displayed on the premises.
- Staff and volunteers must make proper use of all equipment and facilities provided to control working conditions/ environment.

### **Protective Clothing and Equipment**

- Staff and volunteers must use all items of protective clothing/equipment provided as instructed.
- Staff and volunteers must store and maintain protective clothing/equipment in the approved manner.
- Staff and volunteers must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

### **Fire Precautions / Accidents**

- Staff and volunteers must comply with all laid down emergency procedures.
- Staff and volunteers must not obstruct any fire escape route, fire equipment or fire doors.
- Staff and volunteers must report any use of fire-fighting equipment to their supervisor.
- Staff and volunteers must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Staff and volunteers must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Staff and volunteers must notify management of any incident in which damage is caused to property.

### **Health**

- Staff and volunteers must report to management any medical condition or medication which could affect the safety of themselves or others.
- Staff and volunteers must co-operate with the management on the implementation of the medical and occupational health provisions.

### **Eparchial Transport**

- Staff and volunteers must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Staff and volunteers must not use vehicles for unauthorised purposes.
- Staff and volunteers must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

### **Rules Covering Gross Misconduct**

The Staff and Volunteer will be liable to be removed from their role if they are found to have acted in any of the following ways:

- A serious or wilful breach of Safety Rules
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- Unauthorised removal or defacing of any label, sign or warning device
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- Misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- Deliberately disobeying an authorised instruction



# ARRANGEMENTS FOR HEALTH AND SAFETY

## Accident, Incident and Ill-Health Recording, Reporting and Investigation

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by a member of Staff and volunteers through the course of work or from a non-member of Staff and volunteers as a result of activities carried out by the Eparchy .

### **Reporting**

All accidents resulting in personal injury must be recorded in the Eparchy's Accident Book, which is located **in the reception within the Curial Office or in the Parish Office at Church sites**. Staff and volunteers must ensure that they are aware of the location of the accident book.

Incidents and work related ill-health need to be reported directly to your parish priest or line manager, whichever is applicable.

### **Asbestos**

The Eparchy will protect Staff and volunteers and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

If you notice any material that causes you concern or you become aware of any damage to asbestos material you must report it immediately to your supervisor/manager. Please be aware of any asbestos materials which are labelled as shown.



### **Trees**

All trees within the churchyard should be inspected every six months by a competent person for signs of disease or too close proximity to the church or neighbouring buildings. A record should be kept of the inspection and any subsequent work.

- Where trees are the subject of a Tree Preservation Order, the Local Authority should be consulted prior to any work being carried out.
- Whilst it is accepted that experienced, competent members of the church can carry out minor work, major felling, pruning or working at height must only be carried out by a professional contractor.
- Any trees on neighbouring land which could be a hazard to the church should be visually inspected during the annual inspection and, if any give cause for concern, a letter should be written requesting the landowner to take appropriate remedial action. A copy of the letter should be retained.

### **Churchyard Maintenance**

- All garden machinery should be inspected and serviced regularly and any defects remedied immediately.
- The manufacturers' instructions should always be followed regarding use and the provision of safety equipment.
- All persons involved in churchyard maintenance should be trained in the use of tools and machinery.

- When work is being carried out at least two persons should be present.
- Persons under 18 years of age should not use machinery.

### **Visitors & Parishoners**

- Paths should be reasonably level and free from anything that may cause someone to trip or slip.
- Boundary walls and railings should be stable and in a good state of repair.
- Any temporary hazardous areas such as open graves or parts of buildings undergoing repair should be adequately roped off and suitable warning signs erected.
- Any permanent hazardous areas such as crypts or boiler houses should be locked or fenced as appropriate.
- Visitors should be given information on the parking facilities and arrangements at the premises and the necessity to give due consideration to pedestrians and the need to park wisely ensuring that access to emergency services is always available.

### **Disabled Persons**

The Eparchy will give full and proper consideration to the needs of disabled Staff and volunteers, other Staff and volunteers and visitors.

To achieve this, the Eparchy will:

- Treat all disabled Staff and volunteers and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Eparchy's facilities
- Ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- Discipline any Staff and volunteers found treating their disabled colleagues with less than the expected standards of respect and dignity
- In an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly

### **Alcohol/ Drugs/ Medication**

Staff and volunteers must not drink alcohol on the Eparchy's premises or the premises of its customers or clients without express permission from a Parish Priest, Eparchy official or trustee.

Any Staff and volunteer who is found consuming alcohol on the Eparchy's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally be removed from their role and may face disciplinary action.

The possession, use or distribution of drugs for non-medical purposes on the Eparchy's premises is strictly forbidden and a gross misconduct offence.

If the Eparchy's suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the Eparchy reserves the right to require you to undergo a medical examination to determine the cause of the problem.

The Eparchy reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the company's premises.

### **Electricity**

All reasonable steps will be taken to secure the health and safety of employees, Staff and volunteers and others who use, operate or maintain electrical equipment.

Staff and volunteers must:



- Visually check electrical equipment for damage before use
- Report any defects found to their line manager/supervisor
- Not use defective electrical equipment
- Not carry out any repair to any electrical item unless qualified and authorised to do so.
- Switch off non-essential equipment from the mains when left unattended for long periods
- Not bring any electrical item onto the Eparchy's premises until it has been tested and a record of such a test has been included in the appropriate record
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- Not carry out any live working unless authorised to do so under a permit-to-work

### **Fire**



All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Eparchy does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Staff and volunteers are encouraged to report any concerns regarding fire procedures so the Eparchy can investigate and take remedial action if necessary.

**Fire Extinguisher Chart**

Extinguisher		Type of Fire					Special Notes
Colour	Type	Solids	Flammable Liquids	Flammable Gases	Electrical Equipment	Cooking Oils & Fats	
 <b>Red</b>	<b>Water</b>	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
 <b>Cream</b>	<b>Foam</b>	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.

 <b>Canary Yellow</b>	<b>Wet Chemical 1</b>	 <b>No</b>	 <b>No</b>	 <b>No</b>	 <b>No</b>	 <b>Yes</b>	Cooking Oils & Fats
 <b>Blue</b>	<b>Powder</b>	 <b>Yes</b>	 <b>Yes</b>	 <b>Yes</b>	 <b>Yes</b>	 <b>No</b>	Safe use up to 1000v.
 <b>Black</b>	<b>Carbon Dioxide (CO2)</b>	 <b>No</b>	 <b>Yes</b>	 <b>No</b>	 <b>Yes</b>	 <b>Yes</b>	Safe on high and low voltages.
 <b>White</b>	<b>Dry Water Mist</b>	 <b>Yes</b>	 <b>Yes</b>	 <b>Yes</b>	 <b>Yes</b>	 <b>Yes</b>	Safe to use on up to 35kv

## Fire and Emergency Evacuation

### IF YOU DISCOVER A FIRE:



**Raise the alarm operating the nearest call point or shouting Fire, Fire, Fire**

IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the fire-fighting equipment provided

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

### ON HEARING THE ALARM:



**Immediately vacate the premises by the nearest available exit**

Close all windows and doors behind you



**Go to assembly point**

Report to the person in charge of your assembly point

**The assembly point is shown on the Fire Evacuation Plan**



**DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT**

**DO NOT USE LIFT UNLESS AUTHORISED TO DO SO**

### VISITORS

All visitors should be escorted to the assembly point by their host.

It is important that they do not leave the area before notifying the senior person present.

### **LIAISING WITH EMERGENCY SERVICES**

The senior person present or nominated Fire Warden will call the Emergency services.

The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.

## **First Aid**

The Eparchy is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

If you are interested in becoming a first aider or appointed person, please inform your parish priest.

Should you require first aid treatment, please contact your nominated first aider/appointed person. Please ensure all accidents have been recorded accordingly.



## **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of Staff and volunteers to substances hazardous to health is prevented or at least controlled to within statutory limits.

Staff and volunteers should **not** use any hazardous substance unless they have received the information and training for the safe use of that substance.



## **Outdoor and Peripatetic Working**

The Eparchy will ensure, so far as is reasonably practicable, that Staff and volunteers who work outdoors or away from their normal base are not put at any additional risk to their health and safety.

Staff and volunteers working outdoors, or away from base, are responsible for ensuring that:

They report any problems or shortcomings to their manager or supervisor as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk. Any defects must be reported to their manager or supervisor. All accidents and incidents are reported to their manager

## **Overseas Work/ Country Advice**

The Eparchy will take all reasonable steps necessary to ensure that the risk of Staff and volunteers travelling for work is reduced to a minimum.

All overseas work will be subject to risk assessment which will consider health, communications, accommodation, travel, security, emergencies, work to be done and equipment required.

Staff and volunteers travelling for work should seek advice from their GP / Nurse on suitable medications and vaccinations for travel. Advice can also be sought from the World Health Organisation ([www.who.int](http://www.who.int)) and Foreign and Commonwealth Office ([www.fco.gov.uk](http://www.fco.gov.uk)) for any precautions that should be taken.

## **Safeguarding**

All Eparchial personnel, including administrative and facilities staff as well as employees and Staff and volunteers, have a duty of care to all vulnerable adults and children. The Eparchy will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which staff and volunteers are best placed to observe such signs. Eparchy will ensure that all staff and volunteers involved in catechesis are DBS checked and an up-to-date register of the children attending and their details are maintained.

## **Volunteer Responsibilities**

The Eparchy requires all Staff and volunteers to:

- assist in providing a safe environment for children and vulnerable adults



- raise all concerns with the Safeguarding Co-ordinator including concerns about other staff members
- always err on the side of caution and report suspected cases of abuse or neglect
- report concerns directly to the Safeguarding Co-ordinator, if this is not possible raise them with the clergy lead Peter Warren or directly to the police in cases of immediate emergency or the local authority.
- always act in the best interests of the child or vulnerable adult concerned

### **Smoking**

It is the policy of the Eparchy that all of its workplaces are smoke-free and that all Staff and volunteers have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace and this includes the use of all artificial smoking aids (electronic or otherwise) with no exceptions. This includes Eparchy vehicles that are used by more than one volunteer or other member of Staff and volunteers. This policy applies to all Staff and volunteers, clients and visitors.



The Eparchy will ensure that all Staff and volunteers and contractors are aware of the policy on smoking. Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises.

### **Violence to Staff and Volunteers**

The Eparchy will take all reasonable measures to protect Staff and volunteers from violence and aggression.

We define violence and aggression as:

- Actual or threatened physical assaults on Staff and volunteers
- Psychological abuse of Staff and volunteers
- Verbal abuse which includes shouting, swearing and gestures
- Threats against Staff and volunteers

If you are a witness or receive any violence or aggression towards you, then you should report this to your manager / supervisor so that this can be recorded and investigated. The Eparchy will support the decision of any Volunteer wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

### **Visitors**

In the interest of safety and security, the Eparchy will take the necessary measures to protect Staff and volunteers and visitors from any accidents or incidents that may occur during visiting.

Staff and volunteers hosting visitors must ensure that:

- They are authorised to enter the premises or are accompanied
- They adhere to applicable health and safety instructions and rules during their visit
- Adequate information is passed to ensure their safety including emergency information
- Any protective clothing required is provided and worn
- Any accidents / incidents involving visitors are reported through the accident reporting arrangements

Staff and volunteers who are aware of people on the premises who may be unauthorised should report these to their manager for action.

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

### **Work At Height**

The Eparchy will take all reasonable steps to provide a safe working environment for all Staff and volunteers who may be affected by work at height activities.

The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so. Where not practical, then the Eparchy will ensure that all work activities that involve work at height are identified and assessed.

If working at height you must ensure that:

- The task has been assessed
  - Suitable safety measures are in place
  - Any equipment being used has been erected by a competent person and is safe to use
  - You only use equipment for which you have been trained and are authorised to use
- Ladders are permitted for light, short duration work only and must be secured to prevent displacement.

### **Workplace Transport**

The Eparchy will take all reasonable steps to control and manage the risks from the use of workplace transport. Pedestrian and vehicle traffic will be prevented from coming into contact wherever possible, and vehicles will be controlled on site so as to pose minimal risk to each other and to persons present on site.

Staff and volunteers must:

- Obey all instructions regarding designated traffic routes and restricted areas whether on foot or in a vehicle
- Refrain from entering or directing others into restricted areas

When using Eparchy's vehicles, Staff and volunteers must report any damage or defect to the vehicle promptly.

## **GUIDANCE**

### **Control of Substances Hazardous to Health (COSHH)**

There are a range of Hazardous Substances to which the regulations apply. These include:

- Those classified and shown with warning label
- Substances with Occupational Exposure Limits
- Biological agents e.g. Legionella bacteria
- Any kind of dust
- Substances generated by work processes e.g. Various bacteria/viruses from bodily fluids' premises with covered or underground parking that may expose people to vehicle exhaust fumes and some manufacturing and cleaning processes that may give off dusts, vapours or fumes

### **Hazard Labelling**

Hazardous substances may be defined as being very toxic, toxic, corrosive, harmful, sensitising, irritant, carcinogenic, mutagenic or toxic for reproduction.








Classification of hazardous substances is currently done under the Classification Labelling and Packaging (CLP) Regulations, which came into full effect in June 2015. These Regulations require hazardous substances to be packaged and labelled to an internationally agreed standard. However, hazardous substances which have already












been packaged and placed on the market do not have to be removed from the supply chain until 1<sup>st</sup> June 2017. This means that hazardous substances can be found packaged using symbols from the old European standard until that date.

Hazardous substances can be readily identified by their label:

**European system (pre-June 2015)**

	<b>Harmful / Irritant</b>		<b>Corrosive</b>		<b>Toxic</b>		<b>Flammable</b>
	<b>Oxidising</b>		<b>Explosive</b>		<b>Dangerous to the Environment</b>		

**International system (current standard)**

	<b>Harmful / Irritant</b>		<b>Corrosive</b>		<b>Toxic</b>
	<b>Flammable</b>		<b>Oxidising</b>		<b>Harmful to the environment</b>
	<b>Carcinogenic / Mutagenic</b>		<b>Explosive</b>		<b>Gases under pressure</b>

Hazardous substances that are generated by work processes are not as easily identifiable as they do not come conveniently labelled.

**Accidents**

Any accidents involving physical injury to a member of Staff and volunteers driving on Eparchy business (excluding commuting to and from work), or involving a member of the public must be reported through the Eparchy 's accident reporting procedures.

**Electrical Safety**

**What are the hazards?**

The main hazards are:

- Contact with live parts causing shock / burns (normal mains voltage, 230 volts AC, can kill)
- Faults which could cause fires
- Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere, e.g. In a spray paint booth

Ensure that:

- Suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person

- Where possible, equipment, tools and power socket-outlets are switched off before plugging in or unplugging
- Equipment is switched off and/or unplugged before cleaning or making adjustments

### **Visual checks on electrical equipment**

1. Inspections and testing of all portable electrical equipment and the fixed electrical installations is the responsibility of the Eparchy , though the responsibility for undertaking visual checks falls to all Staff and volunteers .

### **Hand Washing**

It is important to look after your skin. Wash hands using steps below to remove any contamination from your skin promptly, and remember to thoroughly dry your skin after washing. Using moisturising creams can also help to protect your skin.

### **Ladders and Stepladders**

This guidance is to help you:

- Know when to use a ladder
- Decide how to go about selecting the right sort of ladder for the particular job
- Understand how to use it
- Know how to look after it
- Take sensible safety precautions

To prevent the ladder slipping away from the wall, or slipping sideways, you must secure it.

When using stepladders, avoid work that imposes a side loading, such as side-on drilling through solid materials (e.g. Bricks or concrete), by having the steps facing the work activity. Where side-on loadings cannot be avoided you should prevent the steps from tipping over, for example by tying the steps to a suitable point, or you should use a more suitable type of access equipment.

### **Lone Working**

There are certain circumstances where two Staff and volunteers must always be involved and specifically, that a safe system of work should be followed e.g. Working in confined spaces. If you think that the job cannot or should not be done safely alone discuss it with your manager or supervisor prior to starting.

### **Violence and Aggression**

Work-related violence has serious consequences for Staff and volunteers and the Eparchy . Victims may suffer not only physical injury, but also psychological effects, such as anxiety and stress. The Eparchy will take reasonable measures to protect you from acts of violence and aggression.

### **What is meant by violence?**

An act of violence can be defined as:

- Actual or threatened physical assaults on Staff and volunteers
- Psychological abuse of Staff and volunteers
- Verbal abuse which includes shouting, swearing and gestures
- Threats against Staff and volunteers



### **How will the Eparchy support you?**

There are a wide range of measures that the Eparchy will follow to reduce the risk of violence at work to Staff and volunteers . The following steps will be taken:

- Carry out risk assessments of potential conflict situations to determine the control measures necessary to protect Staff and volunteers
- Ensure that premises are kept secure
- Inform all Staff and volunteers of the procedure following a violent or challenging behaviour incident
- Not tolerate violence or challenging behaviour towards our Staff and volunteers
- Train Staff and volunteers who may be exposed to violence or challenging behaviour situations
- Support any Staff and volunteers involved in any incident
- Support their decisions regarding the pressing of criminal charges
- Provide any counselling or post-incident assistance required by Staff and volunteers
- Keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in safety

### **Diffusing the Situation**

In the event of violent or aggressive behaviour towards you there are several steps that you can try to diffuse the situation:

- **Act in control:** Even if you feel anxious or scared when confronted by an aggressor, try to give the impression that you are confident and in control of the situation. Anxiety is an entirely reasonable reaction to violent or aggressive behaviour, but if an aggressor notices it then it may increase their level of aggression.

### **TYPES OF PROTECTION**

#### **Permanent protection**

This forms part of the permanent fall protection measures of the building or structure and should be designed to an appropriate standard; preventing personnel falling from a height. In some older buildings this protection maybe below the current standard or the original protection has been altered or destroyed over time making it unsuitable for its intended purpose. If you intend to use existing fall protection (e.g. Edge protection around a flat roof) or permanent access arrangements you must:

If the permanent protection is not adequate you will need to consider temporary protection.

#### **Temporary Protection**

Examples of temporary protection include:

- Proprietary edge protection installed around flat roofs and other elevated positions
- Conventional scaffolding boarded out with suitable guard-rails and toe-boards
- Tower scaffolding properly boarded out with suitable guardrails and toe-boards
- Mobile elevated working platforms such as Cherry Pickers, Scissor Lifts etc
- Purposely designed platforms properly attached to Forklift trucks
- Suspended cradles with suitable guard-rails and toe-boards

All types of conventional scaffolding must be erected or installed by competent and trained personnel.

#### **Safety Nets**

Nets do not prevent falls but will restrict the fall height minimizing injuries. Nets are normally used in semi-static situations where most of the work is concentrated in one area since the erection of the net itself produces its own risks.

It is also important to ensure the net is fixed in a position close to the work in order to minimize as far as possible the height of the fall and must be wide enough to catch anyone falling into it.

### **Inspection of Protection**

Inspection of the protective measures set up to ensure the safety of those affected during the working at height operation is an integral part of the effective management of the system.

Inspections should take place:

- Before the equipment or system is used
- During the use of the equipment or system
- After extraordinary incidents, accidents or adverse conditions
- At intervals not exceeding 7 days in the case of scaffolds and other working platforms (including tower scaffolds and mewps) used for construction work and from which a person could fall more than 2 metres

Other aspects to consider when working at height are:

- Personal Protective Equipment (PPE) - where there are additional risks such as to the head, feet and hands suitable PPE should be provided and worn e.g. Safety helmet, foot wear, gloves etc
- Falling objects - to prevent falling objects netting, barriers and toe-boards should be used as well as closing off areas below the work. All tools and loose material should be kept in suitable shoulder bags or containers
- Fragile surfaces – if anyone does work on or near a fragile surface suitable platforms, coverings, guard rails and the like are provided and used to minimise the risk
- Waste removal - to avoid people or material falling consideration should be given to installing purposely designed waste chutes to make handling easier and safer
- Emergencies – consider the method of egress in an emergency such as a fire or the need to rescue someone who is ill or falls while wearing a harness etc
- Material handling - consider how to best to transport material at a height using suitable mechanical aids to reduce manual handling. It is also important to think about safe storage to prevent it accidentally falling particularly in windy conditions
- Mechanical handling - hiring and siting of lifting equipment is extremely important such as cranes in order to avoid the equipment striking or knocking personnel off of working platforms and ladders
- Transport - the movement of vehicles and other forms of transport can inadvertently strike working platforms such as ladders, towers etc. And therefore it is important to control any traffic in the area where work at height is being undertaken
- Weather conditions - can have a significant effect on safe working at height and therefore steps must be taken to ensure the safe system of work takes fully and proper account of the effect this may have on those undertaking the work



## HEALTH AND SAFETY ACKNOWLEDEMENT FORM

Please read the notes below and then sign this form.

Clearly, we will do all in our power to ensure the health and safety and welfare of all our Staff and volunteers and we look to our Staff and volunteers to abide by the Health and Safety standards laid down.

We have formulated our Health and Safety at Work Policy as legally required and this inform you of those sections of the Policy which affect you.

You should read the information contained and adhere to the rules at all times.

Please discuss any queries you may have with your Parish Priest or manager/supervisor and sign this form.

***I have read the Health and Safety Policy and understand and accept its contents. I will keep myself informed of its contents.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_