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**Mentor** Services Advice Line: 0800 634 7000



# DIOCESE OF NORTHAMPTON

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## HEALTH & SAFETY MANUAL



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**PLEASE NOTE:**

The Diocese has taken on the services of a health and safety consultancy, Natwest Mentor, to provide it with competent health and safety support and advice. NatWest Mentor operate a 24 hour advice service which can be contacted free of charge on the following number:

**0800 634 7000**

You will need to quote the Diocese client number, which is 56690

Please use this service as it is provided for your support.

## **Health and Safety Policy**

### **Safety policy and statement; Health and safety organisation**

The Diocese has a Policy statement, and a written statement of how Health and Safety is organised within the diocese. This should be replicated at Parish level. A suggested document follows: (NB: in joint parishes, the wording will need adjusting. Adjust responsibilities as necessary)

#### **General Statement of Health and Safety Policy**

**[ Church name and address ]**

***Our intent is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour, and voluntary helpers, and to provide such information, training and supervision as they need for this purpose. We acknowledge our legal responsibilities under the Health and Safety at Work etc Act 1974 and the regulations made thereunder.***

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors, persons hiring the premises, and all who may visit the church, the hall and associated areas.

We will fulfil our obligations under the Regulatory Reform Fire Safety Order 2005 by carrying out a fire risk assessment, undertaking an annual review of it, ensuring that fire fighting equipment, fire alarm systems and emergency lights are maintained and serviced, and ensuring that fire exits and exit routes are maintained at all times. We will also have an emergency procedure for use in case of fire.

In order to ensure that Health and Safety matters are kept under review, it will be an agenda item on a designated parish committee. A Parish Safety Officer will be appointed to oversee the day-to-day matters, who may be required to report to the designated parish committee.

The Priest and Parish Safety Officer will review their Policy at least annually. Clarification on health and safety law can be sought from the Consultancy Service contracted by the Diocese. If they then feel changes are required they should contact the Finance Office at Bishop's House in the first instance.

Signed.....

Date:.....

Name (Print) .....

Position .....

### **Organisation and responsibilities**

1. Overall responsibility lies with the trustees of the Diocese of Northampton, who will ensure that arrangements are in place to comply with all legal requirements.
2. The Diocese has delegated local responsibility to the Parish Priest, (or Priest in charge) and requires him to appoint a **Parish Safety Officer** (PSO) who, together with the Parish Council and Parish Priest, will deal with Health and Safety matters in the parish.
3. The Parish Priest has a responsibility to appoint a PSO and to oversee all health and safety matters.
4. The responsibilities of the Parish Priest are:
  - a. To oversee the work of the PSO, meeting regularly with them.
  - b. To discuss any Health and Safety issues at their meetings and to advise the Diocese of any significant issues which cannot be easily resolved at local level.
  - c. Ensure that all persons working with children and vulnerable adults undergo the prescribed Police/ DBS checks
  - d. To arrange for the periodic testing of electrical, gas and fire fighting, detection and alarm equipment in compliance with statutory obligations
  - e. Ensure that adequate fire fighting, detection and alarm equipment is provided
  - f. To ensure that any maintenance work required is carried out quickly and to an acceptable standard using competent persons as contractors where necessary.
  - g. To advise all users, contractors, hirers and visitors of any Health and Safety matters which may affect their health, safety or welfare and to agree a safe system of work for any work or activity being undertaken (this duty may be delegated, but the Parish Priest is finally responsible for it)
  - h. To ensure reports of Health and Safety issues outside the control or remit of the parish are sent to the Diocese Finance Office for action.
5. The responsibilities of the PSO are:
  - a. To undertake a new risk assessment, or review the existing one(s) following any material change to the building(s) or practices within the building(s)
  - b. To be familiar with Health and Safety regulations so far as they concern church premises.
  - c. To be familiar with the Health and Safety policy and arrangements for putting it into practice at parish level.
  - d. To ensure, so far as is reasonably practicable, that safe systems of work are in place and used
  - e. To carry out monthly and annual inspections of the premises and report back any issues found to the Parish Priest
  - f. To escalate any concerns that they feel are not being dealt with to diocesan property services or seek advice from the helpline.

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- g. To review all accident reports and make recommendations for further action
  - h. To ensure that any Licence conditions are met
  - i. To ensure that Food Hygiene requirements are met, where applicable
  - j. To advise user groups on Health and Safety requirements.
  - k. To be the contact person for all health and safety matters and for outside bodies dealing with them.
6. The responsibilities of employees (including clergy) and voluntary workers are:
- a. To comply with all legal requirements and any requirements put upon them by the Diocese, Parish Council, Parish Priest or the PSO
  - b. To advise the PSO of any risks to the health, safety or welfare of any persons posed by their operations
  - c. To advise the PSO of any faults or defects found during the course of their work
  - d. To use appropriate personal protective equipment, signage and clothing where provided.
7. Users, hirers and congregations must use the premises responsibly and not put other persons at risk by their actions or omissions. These are detailed for hirers in the Hire Contract and the Schedule to the Public Entertainment Licence. (Please note that additional guidance on these subjects can be found in separate guidance from the Catholic Church Insurance Association, available from the Diocese Finance Office).
8. The following documentation will be provided / maintained, and their availability and location drawn to the attention of all users **as appropriate** :
- a. Hazard defect reporting form
  - b. Accident reporting form
  - c. List of permitted chemicals
  - d. Manuals for certain equipment
  - e. Public Entertainment licence and conditions
  - f. Safe systems of work
  - g. Site plan
  - h. Risk assessments
  - i. Inspection checklists
  - j. Emergency procedures
  - k. Asbestos management plan, (where applicable)

## **RISK ASSESSMENT**

Risk assessment is the lynchpin of health and safety. It is the underlying principle that needs to be applied to ensure a safe and healthy environment. Therefore it is important that risk assessments have been undertaken relevant to the activities within each parish. Below is some general information to aid in the understanding and completion of risk assessments.

### **How to go about it**

Risk assessment is about looking for the **reasonably foreseeable** things that could go wrong and doing something about them. It does not require you to think of every last possible thing that could happen, (for example, a meteor dropping on the place, or World War 3 starting, don't have to be included).

You only have to consider "Significant Risks to the Health, Safety and Welfare of Persons employed and of those who may be affected by the undertaking"

- **A hazard is: something that has the potential to cause harm.**
- **A risk is: the chance or possibility of something happening, and if it did happen, how severe would the consequences be.**

*The Diocese have created some risk assessment templates which can be found at Appendix 1. These can be used to help you complete risk assessments for the parish. The risk assessments must be read carefully and amended to ensure they are applicable to your church premises. There is further advice for their completion on the risk assessment templates themselves.*

However, if you find the need to complete other risk assessments or you want to complete your own from scratch, make sure you approach the task systematically. A suggested way of working follows:

### **Before you start**

Do not confuse a maintenance or repair need with a hazard or a risk.

As you go around, make a separate list of repair works that need doing and then arrange to get them done. (Funding is not being addressed here). You will thereby eliminate any risk arising and will not need to include such items on your risk assessment.

For example, a broken paving slab can be repaired and left so that the pathway is even. It will therefore no longer pose a risk to people using the walkway.

**However** – if it is not repaired it will remain a hazard

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There is a **hierarchy of control** for identified risks:

*Eliminate* – remove the risk, carry out the repair (see above), find a safer way.

*Control* the risk – put in a written safe system of work; use a contractor or other competent person, substitute a safer way, a safer chemical etc.

*Educate and train people* – tell people how to do a task and to follow the safe system of work; put up notices

*Monitor* – see how your controls are working; if they are not, think of another way

*Personal protective equipment* – this to be provided if there is no other way of controlling a risk; it is always the last resort, (although often it may be provided as a way of controlling residual risk).

### **Identifying priorities**

What to do first? There will be a list of jobs that all seem to require doing at once. There is a way of putting a number on the work required which can help decide which are the most important jobs and which could be left a little longer (but they still have to be done!!). Here is the formula:-

$$\textit{Severity of injury} \times \textit{Likelihood of it happening}$$

Under each heading assign a number 1 – 5 (where 1 is low and 5 is high); multiply the two numbers together. The resulting total will give your priority – for rankings, and actions required, see tables at the foot of pp. 41 and 45.

For example:

(A) There is a hole, 3” deep and 12” across, in the path immediately outside the main door, which could cause someone to fall down.

The risk of severe injury, perhaps someone breaking an ankle, is fairly high; the chance of it happening could be quite high, depending on darkness, frequency of use etc. So the equation might be:

$$3 \times 4 = 12$$

(B) There is a candle in a tall holder with a small base, perched on the edge of the steps just where the servers go to sit down, and near to a hanging that has not been fire-checked or fire-proofed.

The risk of the candle falling being knocked over is very high; the hanging could then catch fire and the whole congregation be put at risk. So this equation is:

$$5 \times 5 = 25$$

So moving the candle is the priority, but is also a simple fix for a high risk.

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### **Risk areas to consider**

Depending on your parish you may need to consider some or all of the following areas:

Specific hazards:

1. Fire
2. Electrical equipment
3. Gas equipment and boiler rooms
4. Hazardous substances (including cleaning and gardening chemicals)
5. Manual handling
6. Plant and machinery
7. Hazards posed by the structure e.g. stairs/steps, low balustrades etc
8. Slips, trips and falls
9. Lighting
10. Working at height – including window cleaning
11. Maintenance work
12. Glazing
13. Lifts and hoists
14. Asbestos

Location hazards:

15. Baptistery
16. Car parking and pedestrian arrangements
17. Organ lofts, roof spaces, bell towers and balconies
18. Gardens
19. Graveyards
20. Kitchens and food preparation
21. Various areas of the property such as halls, offices, foyers, toilets, storage areas, basements etc.

Other hazards:

22. Child/vulnerable adult abuse
23. Violence, (e.g. while taking money to Bank)
24. Lone working, by priests, contractors and volunteers
25. Age-related hazards (very young or very old)
26. Disability related hazards
27. Any “one-off” activities such as concerts, bazaars, fetes etc
28. Display Screen Equipment use
29. Any other areas

Please note: there is information on control measures for all these areas in the “Health and Safety Arrangements ” section.

## Procedure

- a. Make a list of all the activities that take place in the building(s). e.g. services, candle-light procession, crèche, tea and coffee morning, youth activities, cleaning, grass cutting, toddlers group
- b. Involve the people who run these activities – they know what they do!
- c. Consider all the reasonably foreseeable risks associated with all these activities and apply the hierarchy of control at the top of page 11

Remember to identify any particular person or group of people who may be affected by any particular risk – deaf, disabled, small children.

You may need to think of a special solution to a particular problem, so try and involve the affected people in deciding the solution. If they are involved, they are more likely to follow the safe way – there is ownership of the system.

The area of Insurance, and the Equality Act have not been considered as these are not Health and Safety issues as such, although the Equality Act may have an impact in terms of disability.

### **Find out what information is already available and what good practice is already going on.**

There are often files available with lots of information which may need to be co-ordinated and indexed. Put them in a place where everyone can find them.

You might find:

1. Building plans
2. Utility services plans
3. Fire alarm, fighting and detection equipment information
4. Electrical and gas safety certificates
5. Equipment manuals
6. Fire equipment testing logs
7. Asbestos survey and plan

The premises, particularly a church hall or club, may have a Licence under the Licensing Act 2003. If you had a Licence under the previous regime, this will contain conditions which you should still consider. The conditions attached to the licence must be adhered to at any time there is a licensable event. However, it is also good practice to use the conditions as a guide for all users.

The conditions can be put onto hire agreements where appropriate, e.g. numbers who can safely use the premises, fire exits etc. More activities than previously need to be licensed under the new regime; if in doubt, speak to the Licensing Officer at the local Council.

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It can be useful to contact your local Fire Safety Officer for advice. Also, the Environmental Health Division and Licensing Division of the Local Council can give advice, as they are the Enforcing Authority under the legislation.

You can also contact NatWest Mentor Services free-phone advice service (number at head of each page) Mentor Services are contracted by the Diocese to provide health and safety support and advice.

### **Keeping records**

Keep a copy of your risk assessments, including records of any work carried out as a result. The parish priest and parish council must be made aware of all the risk assessments that have been completed for the parish.

Keep any safe-systems-of-work advice readily available.

Create monthly and/or yearly checklists based on the risks you found. Keep records of these checks.

Provide reporting sheets for accidents and defects.

(Example checklists and templates can be found in the Appendices or on the Diocese website – look under Finance and Property.)

All records should be kept for 21 years, either electronically or in hard copy.

### **What not to get involved in**

#### ***Asbestos***

DO NOT TOUCH IT! Follow the asbestos plan. Refer to the asbestos section in 'Health and Safety Arrangements' for more information.

#### ***Electrical work***

A competent person **MUST** do any works other than very basic things (such as changing light bulbs). Any other work must be undertaken by an approved contractor from the Diocese's list, to the current Wiring Regulations standards (currently 17<sup>th</sup> edition, as amended). They should be NICEIC or ECA approved. Refer to the electrical section in 'Health and Safety Arrangements' for more information.

#### ***Gas repairs, maintenance and servicing***

These must always be done by a competent GAS SAFE (formerly CORGI) registered person. If there is gas in the building, make sure you know where the meter and isolation points are. Do NOT attempt any gas work. The Diocese has a

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centrally approved contractors list to undertake routine testing and any maintenance. Refer to the gas section in 'Health and Safety Arrangements' for more information.

### ***Other works***

Any job which the Priest, parish staff or volunteers, are not capable of doing either physically, or because of lack of appropriate expertise or equipment, **MUST** be done by a suitable, competent person.

The Diocese has a list of preferred contractors for all maintenance work; only approved contractors should be used. (Please contact the Finance Office to ensure local contractors used are authorised by the Diocese). All formal contracts must be approved and signed off by the Diocesan Trustee. This includes all purchase contracts, licences and leases. No finance agreements should be entered into without Diocesan approval.

**No parish is authorised to enter into a contract with any third party without diocesan permission.**

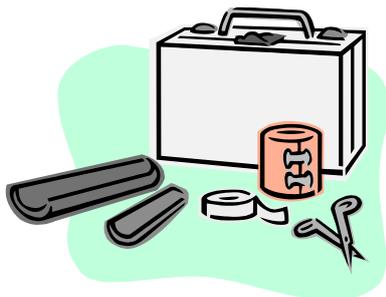
(This does not apply to emergency repairs in the middle of the night when common sense should be used.)

**If you have any concerns about the above items, contact the Diocese immediately for help, advice and assistance.**

## Health and Safety Arrangements and/or Guidance

This section covers most of the things that you should think about in relation to specific health and safety matters, but it may not be a comprehensive or exhaustive list. Further advice on any subject can be sought from the Diocese office or from NatWest Mentor Services via their advice service, (0800 634 7000).

The section is set out in alphabetical order.



### Accidents and first aid

- Have a reporting procedure in place – see Appendix 2 for advice on an accident reporting procedure.
- Be aware that some serious accidents have to be reported to the Health and Safety Executive Incident Contact Centre. If in doubt, seek advice from Mentor immediately.
- Know and show where first aid boxes are kept. Make sure they only contain the permitted materials; no pills, potions, medicines or lotions. (Plasters are permitted, but check for any allergy !) Contents of kits should be checked regularly and replenished as required. Individual user groups may have their own, which will be their responsibility.
- An annual return of accidents that have occurred within the parish should be made to the Diocese office. This is to allow for analysis to identify trends.

### Asbestos

- The Diocese has had all buildings surveyed for the presence of asbestos by a competent contractor.
- If you do have asbestos in the building, an asbestos management plan must be in place. Make sure everyone who may authorise or carry out work that has the potential to disturb asbestos knows about it. Make sure any notices are maintained.
- The Control of Asbestos Regulations 2012 require any asbestos in buildings to be identified and managed. **This does NOT mean removed**, unless it is in poor condition. You may have to put up signage to indicate its presence.
- Asbestos is not dangerous if it is in good repair and left alone. **A specialist contractor MUST do any work that may disturb the asbestos.** Refer to the Diocese Office for guidance before any work is attempted.
- If any asbestos materials are removed the asbestos survey information must be updated to reflect this.

### **Baptisteries (i.e. full-immersion baptismal pools, where installed)**

- If water is kept in the baptistery all the time it will need to be periodically chlorinated or completely changed to reduce the risk of legionella and other bacterial build-up.
- Do not allow small children or vulnerable adults to be alone in an area where there is standing water
- De-scaling and cleaning, especially of algae must be done regularly. Visually inspect the pool every month for scale and algae build-up
- Covers for the baptistery can be heavy and would normally be a two-man lift
- Store the covers safely away from the baptistery during the service
- Steps into the baptistery should ideally be highlighted and handrails should ideally be provided
- Any immersion heater used should be visually inspected before used and tested for electrical safety annually
- If the covers cannot be fully replaced whilst the pool is heating, the area should be secured if not attended at all times. If the area cannot be locked off, a barrier should be put up with warning signs
- Water spilt around the area may create a slip hazard so make sure it is blotted up as soon as possible. Try not to mop as this can spread the problem.

### **Bell towers**

- Ropes, cradles, access stairs and bells should be regularly inspected
- Where the bell ringing area is easily accessible to others, (e.g. at ground level) it must be segregated to prevent anyone becoming entangled with the ropes
- Make sure there are procedures in place to deal with emergencies, both first and first aid. It may be difficult to hear a fire alarm if the bells are ringing.

### **Boilers, boiler rooms and electricity supply cupboards**

- Make sure the access doors are locked at all times and that key availability is restricted.
- The door(s) should be 1 hour fire resistant and be properly labelled with a relevant warning sign.
- Solid fuel boilers should only be stoked or serviced by an authorised person.
- The room / cupboard should not be used for storage – particularly no flammable or combustible items to be put in the area.



## Candles

Candles as a source of fire are a foreseeable risk. They are used in two main ways:

1. *Permanently sited candles* –

- Around the altar – make sure the holder is wide-based and not put where it might be knocked over e.g. on a narrow step.
- Around the church – place them out of main traffic routes, and away from combustible materials such as hangings. Any decoration (such as imitation greenery) should be flame retardant. If they have holders, make sure the servers can easily place the candles in them, but that they are deep enough to stop them falling over.
- Other uses – such as votive light displays. Use a heavy unit and secure to a wall; provide matches in preference to a cigarette lighter or tapers; site away from hangings and out of traffic routes; candles like tea-lights are safer than traditional candles. Do not allow any combustible items or the matches to be stored beneath the candles. Use a good quality foil to line the area where wax will drip, (cheap foils will burn).
- Other candle-stands - Ensure the stands are on even ground and preferably secured to avoid them being knocked over. Ensure candles are not left lit when the church is unattended, if not using the tea-light type. Consider draughts and uneven flooring. Have a fire blanket and/or fire extinguisher handy.

2. *Candles used by the servers in procession* and by the congregation in procession or in their seats.

- Check there are no trip hazards in the procession route; pay particular attention to the route if it is outside (wet, mossy paths, steps? etc)
- Ensure servers robes are not so long they trip over them; check shoelaces before leaving the vestry
- Make sure parents are aware of the need to supervise children
- Only have the candles lit for as long as is necessary for the liturgy; clergy should give a definite indication that they should be extinguished
- Provide candles with a cardboard “skirt” to prevent wax drips; check for drips in walkways after the service; consider using the night light type.
- Provide a non-flammable container to collect the candles after use.

### Competence and training

- Anyone undertaking work for the parish, whether a contractor or a volunteer, must have the necessary competence and/or training
- The level of competence and training will very much depend on the work being undertaken and may be quite basic
- An example could be volunteers who clean the church: these would need to know where/how cleaning equipment and/or materials are kept, whether there are any specific hazards in the premises, any no-go areas, information on hazardous substances being used, training on accident reporting, first aid, fire procedures and risk assessment etc.
- Records of training and/or evidence of competence should be kept
- Refresher training may need to be provided at intervals.



### Construction work

- Contractors for major works are appointed by the diocese, which can also advise on appointments for more minor tasks if needed.
- Please don't think that more minor tasks do not constitute construction – in many cases they will be considered to be construction, (including repair work, internal installations, demolition and alterations).
- A construction project must only be undertaken by those with the right skills, knowledge, training and experience. The contractor must also provide a written construction phase plan.
- Where there is more than one contractor, a principal designer and principal contractor must be appointed. The principal contractor must produce the construction phase plan and a health and safety file must be completed.
- Construction work lasting more than 30 days (and having more than 20 persons working simultaneously at any one point), or lasting more than 500 person days is subject to additional requirements under the current Construction (Design and Management) Regulations, including notification to the HSE. Such work will involve the Diocesan Property Manager, so let him worry about this. However, local knowledge of the premises and users should be taken into account.

### Disability

- Reasonable adjustments must be made to ensure that any disabled people can access the church and other facilities. This may include wheelchairs ramps/lifts, disabled toilets, hearing loops, wider parking spaces etc. While this is not *primarily* a health and safety issue, it has implications for safety and welfare of disabled people

- For all members of the congregation, or other users of any part of church premises, who are disabled, a personal emergency evacuation plan, (PEEP) should be prepared and implemented. It is especially important to show this to paid carers bringing people to Mass.



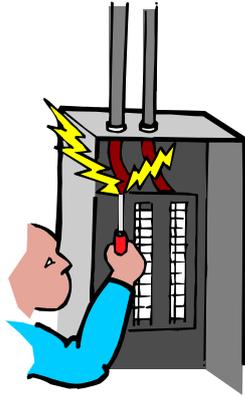
### **Display screen equipment**

- Anyone using a display screen (VDU, computer monitor) for more than an hour a day has to have their workstation assessed, for posture and eyesight issues. There is detailed guidance in the Approved Code of Practice to the Regulations – Display Screen Equipment Regulations 1992 (as amended). A summary can be downloaded from the HSE website <http://www.hse.gov.uk/pubns/priced/l26.pdf>
- Assessments must be carried out for each user and any works done and any equipment found to be necessary must be provided. The Diocese can provide a specific assessment form if required.



### **Driving on Diocese business**

- Where vehicles are used on Diocese business the vehicle must have adequate insurance and a valid MOT certificate, (if required). The driver must have a valid driving licence. The validity of this information should be checked annually on insurance renewal date/ MOT renewal date and on dates that individuals must undertake a driving re test. Any driving offences (including speeding) must be immediately reported to the parish along with any period of time that an individual may be excluded from driving due to illness.



### Electrics

- Make sure there is a current (i.e. less than 5 years old) safety certificate for all the hard wiring throughout all the premises.
- List all portable electrical appliances. Ones in regular use should be tested annually. Things like computers and photocopiers can be done 3 yearly if they are never moved.
- Visual inspection should be done as part of the monthly check (see Page 8 at 5(e))
- Use a NICEIC or ECA approved contractor for anything other than changing light bulbs or plugs.
- Please note the diocese insurance *will not cover* imprudent or risky operations to change light bulbs at considerable heights. Safe systems of work must be implemented. If in any doubt, a competent contractor should be brought in.
- Do not sell second hand electrical goods at bazaars or fetes unless a suitably qualified person has tested them; get the test confirmed in writing by that person.
- Make sure cables do not pose a trip hazard – re-route, clip down or use a rubber cable cover.
- Any sockets within the reach of small children should be protected with socket covers.



### Fire

- A fire risk assessment must be undertaken for each separate building. Consider: ignition sources, detection, alarm, evacuation procedures, emergency lighting, fire fighting and equipment maintenance. Best practice is

for fire risk assessments to be reviewed annually to ensure they remain up to date. The regulatory framework that covers fire regulation states that fire risk assessments must be reviewed regularly, to be kept up to date and particularly if -:

- (a) there is reason to suspect that the assessment is no longer valid; or
- (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.

- Show the position of all fire fighting and alarm equipment and escape routes on a plan.
- Licence conditions may specify where and what should be in the licensed area – if so make sure it is. Use the old Licence conditions if you have them.
- Fire extinguishers must be serviced/maintained on an annual basis. You can do visual checks to make sure extinguishers are fully charged. Fire extinguishers should be mounted at around waist height for ease of lifting. Where there is cooking equipment a fire blanket should be provided.
- Fire guidance states that fire alarm panels/equipment should be serviced and maintained by a competent person every 6 months.
- Check the emergency lights come on in a sub circuit failure (the fire company may do this for you). Some types of emergency lights have a small red or green LED light glowing to show it is working. These can be regularly checked. There should be a daily visual check, (e.g. have a look at them as you walk around the building - no need to record), a monthly function test, (normally undertaken in-house with records kept) and an annual full discharge test, (normally undertaken by a competent contractor).
- If there are regular groups using the premises, try to make them hold 6 monthly evacuation drills. Annual verbal reminders to the congregation(s) about evacuation procedures are recommended.
- If you have to evacuate, where will people go? If a children's group is in the premises, or there is an elderly persons club, both of whom may need to wait for transport, is there somewhere nearby they can safely wait? Tell parents that, in emergency that is where their children will be.
- If there is a fire alarm system, this should be checked weekly by setting the alarm off at each red box in turn, one per week (using a special key). Document the tests. Number the boxes to make the checks easier.
- There should be a daily visual check, (e.g. have a look at them as you walk around the building - no need to record), a monthly function test, (normally done in-house with records kept) and an annual full discharge test, (normally done by a competent contractor).
- Make sure the alarm can be heard in all parts of the building – toilets, basement, offices.
- Fire fighting equipment, alarm systems, emergency lighting, escape routes and signage should be checked as part of the general monthly check and records kept.

### **Food hygiene**

- Where food is prepared and/or served, parishes must ensure there are adequate, hygienic facilities available. This includes a kitchen with at least two sinks, (one for hand washing only) with hot and cold running water and a refrigerator.
- Soap and means of drying hands must be available.
- Food handlers must not be suffering from coughs, colds or stomach disorders.
- Food handlers must wash their hands before handling food and especially after using the toilet, handling rubbish or blowing noses.
- Any cuts, abrasions etc must be covered by a waterproof, detectable, (blue) plaster.
- All surfaces which may come into contact with food must be sound, clean and easy to disinfect.
- Raw and cooked food must be kept separate and chopping boards for the same must not be mixed.
- Where food is regularly prepared and/or served at least one food handler should hold a food hygiene qualification. (The serving of tea, coffee and biscuits after a service does not need to be counted). All handlers must have a level of training, instruction and supervision, (this can be done in-house or via written information).
- Cold food must be kept cold whilst awaiting service, (under 8°C). Refrigerators should run between 1 – 4°C.
- Hot food must be kept hot until serving, (above 63°C).
- Food must be kept covered as much as possible.
- Food should not be kept at ambient temperature, (e.g. on a buffet table) for more than two hours. After this time it should be disposed of.
- Ideally, protective clothing should be worn by all food handlers and any visitors to the kitchen whilst food preparation is underway.

### **Gardening**

- Are garden tools and equipment in a secure store? Keep it locked and restrict access to the keys.
- List the equipment provided and ensure that visual and/or PAT testing is done on any electrical equipment as appropriate.
- If using an electric mower, hedge trimmer etc., provide a circuit breaker at the socket or at the distribution board.
- Any chemicals/hazardous substances used must be listed (see hazardous substances section below)
- If the garden is used by children, (e.g. a playgroup), make sure there are no poisonous plants or any with berries or thorns, and remember that a presbytery dog using the garden is incompatible with children using the garden at the same time: .all dog-mess should be removed before any public use is made of the garden

## Gas

- Have an annual service contract with a GAS SAFE registered contractor and obtain a safety certificate. The Diocese can advise.
- Don't use LPG (Liquid Petroleum Gas) portable gas appliances unless absolutely necessary. Make sure they are guarded and secured in place.
- If you have a need to store large LPG (e.g. Calor gas) containers, please seek urgent advice from Mentor. There are requirements for how they are stored.

## Glazing

- All low level glass and glass around doorways must be safety glass – look for the symbol on the glass.
- Low-level windows and doors or any full length glazing should have decals or posters to make sure they are easily visible.

## Graveyards

- Gravestones should be able to resist at least 35lbs of pressure in a horizontal direction, (e.g. a fairly firm push by an adult). If they fail to resist this they could fall over if pushed hard by a child or used by an elderly person pulling themselves up. A falling gravestone can kill a child or seriously injure an adult.
- Gravestones should be checked and any likely to fall over or in poor condition must be laid flat until they can be re-fixed or removed.
- Take great care when testing stones – always push away from you and keep other people away.
- Try and contact relatives to explain what is being done and why
- Keep paths around the graveyard cleared or mown
- Consider whether there are any poisonous plants in the graveyard and what you may need to do about them



## Hazardous substances

- List all the hazardous substances (chemicals) used on the premises. Don't allow any others to be used except by an approved contractor doing a specific job. Do not forget to check the garden shed as well as cleaner's cupboards.
- You may also need to consider bio-hazards such as blood, urine, faeces, vomit and bacteria. If you have a problem with syringes, used condoms etc, this will need to be assessed and a Safe System of Work (SSW) put in place.

- Make sure chemicals are kept under lock and key in a designated store where needed. For less dangerous things, e.g. washing-up liquid, at least keep them out of the reach of children. Limit general access to storage areas.
- Ask yourself “Do we need this chemical?” if not, get rid of it.
- Use the *safest* form of all chemicals – remember, even some domestic chemicals can be quite nasty, especially if used in the wrong combination (such as Bleach and Harpic). Never mix acid and alkali based products together.
- Provide any personal protective equipment needed, (refer to the Safety Data Sheets for recommendations if necessary: see below) – add to the monthly checklist to make sure it is all available and in good order, .e.g. rubber gloves, apron, goggles
- Never decant chemicals into unlabelled containers.
- If you can get the Safety Data sheets from your supplier, this gives information and advice on Personal Protective Equipment, First Aid and spillages. Domestic chemicals have a lot of this information on the containers.
- If you have showers, there may be a Legionella risk, especially if they are not used regularly. Make sure they are run at least weekly. The calorifier (water heater) must be set at 60°C to kill the bacteria; cold water must be below 20°C (this is usually only a problem if you have a large water storage tank with poor insulation). If you have children using the facilities, you may need to install thermostats to wash hand basins and showers. If you think legionella may be a potential problem, talk to the Diocese or the local Environmental Health Officer for detailed advice. Also see legionella section below.
- If you have independent cleaners, make sure you know what chemicals they are using, where they store them and how much is on site. Make sure you do not have any that are incompatible.

## Heating

- Radiator and pipe work surfaces can be very hot and may cause contact burns. Protect any units near pews or walkways and in crèche areas.



## High level work

- Decide what is high level work e.g. roof repairs, changing light bulbs, high level cleaning and decoration. Only use ladders (straight or A-frame) for short duration work that cannot be reasonably done any other way. See ‘**Ladders**’ below.
- If you have any fragile surfaces e.g. asbestos-sheet roof or roof lights – put up warning signs and restrict the access.
- Authorise persons who may work at heights and write down how they must do it – could be a contractor, especially if a scaffolding-tower is needed.
- Consider a “2-man job” policy or use a contractor wherever reasonable

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**Mentor** Services Advice Line: 0800 634 7000

- Is it worthwhile buying a tower (add it to the list of equipment!) – perhaps hire one for the annual servicing / decorating session.
- Provide protective equipment – ladder ties, harnesses, anchor points.

### **Hiring out your premises**

- Make sure your booking form points out any safety rules, especially in respect of numbers allowed to use the building, fire exits, stewarding, restrictions in noise levels, parking restrictions, cleaning etc. Include an Accident Reporting and Hazard/defect report form to the confirmation slip.
- If the hiring is for a private party, the Licence conditions still apply. If anything goes wrong and, for example, you have allowed a lot more people in than the Licence says is safe for a public event, there is a risk of prosecution.
- Have a responsible person to open up, and to check the premises at the end of the hire.

### **Holy water**

- Holy water should be changed regularly. Receptacles containing holy water should be cleaned out every 2 weeks. The holy water should be returned to earth.



### **Incense Burners**

- Check there are no trip hazards in the procession route; pay particular attention to the route if it is outside (wet, mossy paths, steps? etc.)
- Ensure servers robes are not so long they trip over them; check shoelaces before leaving the vestry
- Make sure incense burners are left to cool away from any flammable or combustible items and where there is no chance that children can touch them or where they can be brushed against by passers by. If necessary, use a warning sign.
- Any altar server authorised to light the “charcoal” must be of sufficient maturity to understand the dangers.



### Ladders

- Contrary to popular belief, “*the Work at Height Regulations 2005 do not ban ladders. They require that ladders should only be considered where a risk assessment has shown that the use of other more suitable work equipment is not appropriate because of the low risk, and short duration of the task or considerations of where the work is located.*” (HSE website). So they can still be used if there is no other way to do a job and/or the job is of short duration. The ladder must be long enough to avoid over-reaching, secured as near to the top as possible, or footed as a last resort.
- Ladders used must be to BS EN131 standard or above, not domestic grade, (known as Class 3). Information on the class will be displayed somewhere on the ladder.
- Ladders/steps should undergo a formal visual inspection around every six months. Keep records. A checklist form can be supplied if required.

### Legionella and water systems

- Legionella bacteria grow between 20 and 50°C, so your hot and cold water supplies may be at risk. If you have children or old people using the facility, you need to keep the hot water to below 43°C to prevent scalding. Ensure the calorifier (immersion heater) gets all the water to above 60°C and provide thermostats to the taps as near as possible to the outlet.
- Cold water tanks should also be insulated, and you should not have any more storage than would be used in a 24hr period.
- Periodically descale, clean and disinfect shower heads, spray taps.
- Showers should be regularly flushed through; a least once a week if not in more regular use. This should be part of a presbytery cleaner’s duties and should be logged. – especially if guests are staying.
- If in doubt, seek advice.

### Lifts and Hoists

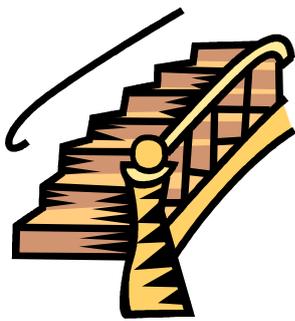
- A competent engineer must always service and undertake a ‘thorough examination’ of these 6 monthly. A certificate/thorough examination report should be provided. Make sure they are insured.
- There should be procedures in place to rescue any lift occupants should the lift malfunction.
- On a monthly basis visually check any restraint straps, lights etc that are provided

- If the lift is used by elderly people and is the automatic type, it should have a sensor fitted which detects a person and reopens.

## Lighting

- Lighting levels should be bright enough to see easily into the corners and be even throughout to carry out maintenance, cleaning and for emergencies.
- Switches should be easily accessible without crossing a dark area.
- Check bulbs monthly, but hopefully, the reporting system will pick up blown bulbs quicker than this
- Make sure all areas are adequately and evenly lit; provide additional lights where needed.
- External lighting must be RCD\* protected and suitable for outside use.
- Consider how bulbs are to be replaced if at high level.
- If temporary lights (or any electrical supply) are placed outside e.g. Christmas tree, make sure you use an appropriate connector and RCD\*.

*\*Residual Current Device*



## Lofts, balconies and staircases

- Check that any handrails and barriers are securely fixed. Consider if any more are needed.
- Look at carpets, nosings (the front edge of the steps), treads and risers.
- Make sure that there are no loose or unsecured sections of rails at the edge of any loft or balcony; front rails should be 1.1m high as a minimum.
- Is the lighting level bright and even throughout; can lights be turned on without crossing a dark area?
- Is there a safe escape route? A secondary route should be available; if not, how is the alarm raised? (Ask the Fire Safety Officer if other means such as whistles can be used in limited situations). How could people be rescued if necessary? Can any fire alarm be heard?
- Will the loft or balcony take the weight of what is placed on it? (If the organ was an afterthought, or the area is used for heavy storage – manual handling issues should also be considered for this).
- Are there easy climb points – children will climb on anything; consider banning children from the area if the foothold cannot be removed or covered up.

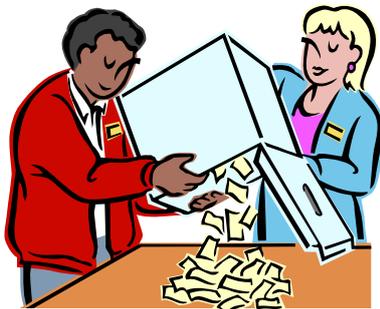
### Lone Working and Living

- Provide the priest with a diary to be left in the house (convince him to use it!) and a mobile phone. Have the PSO's phone number on a speed dial key.
- There should be someone else apart from the Parish priest who holds a key to the Presbytery. Notify key-holders' phone numbers to the Police and the PSO. Display an emergency key-holder phone number discreetly near the front door, (we know this can cause problems with vagrants etc., but weigh the pros and cons).

**If possible, the priest should always tell someone where he is going. If there is no one available, at least put the address and phone number in the diary.**

If there is a sizeable risk of intrusion, or threats to the priest within the presbytery, consider whether a coded conversation to a pre-warned contact might be useful, pre-prepared for asking for help in intruder or kidnap situations .

- If a priest living alone takes medication, it is Good Practice for a small plastic container marked with a green cross to be placed in the presbytery fridge with a copy of his current prescription and a medical-info sheet – ambulance crews are trained to look there in the event of collecting an unconscious, delirious or confused person. Available from pharmacies
- A guidance document on lone working, violence, aggression, security and safeguarding has been produced and is available from the diocesan office – this may help in the risk assessment process the parish should undertake



### Manual handling

- Eliminate manual handling as far as possible.
- List all items that have to be moved, even if only occasionally e.g. the altar, pews, statues. Decide which can safely be done by one person e.g. chairs and remove them from your list.
- All other items will then need to be classified as either a 2 man lift (for short distances only and not up/down stairs) or to be lifted only with an appropriate trolley, wheelbarrow, lift etc.
- Think about occasional work that may involve handling – maintenance, play equipment.
- Heavy lifting should only be done by trained persons using proper lifting techniques and appropriate equipment.

### Money handling and security

- Always have 2 nominated people present when money is handled (this is the Diocesan rule).
- Use a safe where possible and vary the routine and person taking money to the bank.
- Don't keep any more cash than absolutely necessary on the premises. Empty moneyboxes each night – advertise the fact that this is done.
- It is a shame to have to do it, but put away any valuable objects (if they are moveable) when not in use or if the church is unattended and open.

### New or expectant mothers

- A new or expectant mother is one who is pregnant, has given birth within the last six months or who is breastfeeding
- Employees of volunteers who are pregnant should have a specific risk assessment completed for them to ensure they and the child are not put at risk
- Adjustments to their role may be required during this time

### Noise

- Anyone exposed to noise levels over 80 dB (e.g. if you have a bar with music, or run regular discos) may need hearing protection. As a rule of thumb, if you cannot have a conversation a metre apart without raising your voice, the noise level is likely to be over 80dB
- If you feel you may have a problem with noise exposure ask for further advice from the Diocese. A noise survey or assessment may be required.



### One-off events

- Think about any Health and Safety implications well before the event.
- Bouncy castles and similar should have crash mats, bounce-off aprons, numbers and age limits, supervision.
- Archery and throwing events must have adequate protection and separation.
- A risk assessment and/or method statement/safe system of work should be completed either by the supplier or the organiser.
- Ask for advice if you are not sure.

- Think about layout of the hall or field – don't put the barbecue next to the main door; leave plenty of room for an ambulance to get in; Think about people who are not familiar with the premises coming into it. Can they move about safely? Could they find their way out in an emergency?



### **Plant and Machinery**

- List all plant and machinery that is not already on the electrical or gas equipment lists e.g. ladders, solid fuel boilers, lawn mower, hedge trimmer, spades.
- For all plant and machinery –
  - Try and have any manuals available
  - Check service intervals and make sure a competent person has done them
  - Do monthly visual checks as far as possible
- Do not let anyone use any plant or machinery unless they are competent to do so, understand the risks and use the appropriate personal protective equipment.
- Don't let children or young persons (under 18) use any machinery or equipment.
- Provide any personal protective equipment needed e.g. boots, overalls. Competent contractors will provide their own equipment.

### **Safeguarding: protection of children and vulnerable adults**

- Anyone working with children or vulnerable adults must undergo DBS (formerly CRB) /Police safety checks before starting work with them. There should be a designated person in the Parish who deals with this matter. For further guidance see Appendix 3.

### **Sanitation and hygiene**

- Adequate clean and hygienic sanitary conveniences must be available.
- These must include suitable hand washing facilities in the immediate vicinity, including hot and cold, (or warm) water with soap and a means of hand drying. (The water should preferably be running water).
- Facilities must be adequately ventilated and have a supply of toilet paper.



### Slips, Trips and Falls

- Check monthly and have a reporting system for anything that could cause a slip, trip or fall.
- Look internally and externally, include aspects such as holes, uneven areas, lifting or torn carpet, small steps (these are more dangerous than standard steps), uneven paths, steep staircases, moss and algae build-up, accumulations of leaves, areas where water may accumulate. Repair/maintain where necessary.
- You may need to find out the cause of the slip/trip issues, e.g. is it tree roots that are making the footpath uneven?
- Check cable runs (especially across pedestrian routes), small or ill-lit changes in level. Use cable guards, mark steps, provide extra light.
- Walk about the premises with the elderly or poor sighted person in mind.
- Have a cleaning and clearing programme where appropriate.
- Provide handrails if needed on steps or slopes.
- Provide a bucket/stand for umbrellas.
- Do wet cleaning when the premises are not being used. Blot spillages – don't mop, as this increases the wet area.
- In winter, follow our Insurers' guidance on snow & ice clearance – available from the Diocese – contrary to urban myth, it is essential to clear snow & ice if they present a hazard.

### Smoking

- Smoking is prohibited in all buildings other than private living quarters
- Signs should be displayed at the entrances to all buildings to indicate no smoking.

### Stress

- Stress is defined by the HSE as 'the adverse reaction people have to excessive pressure or other types of demands placed on them'.
- It can lead to physical and psychological illness if not addressed
- Identifying stress can be difficult but there are symptoms to look out for such as the onset of medical symptoms, being less able to cope with work, expressing feelings of worthlessness, not being able to sleep, changes in appearance and behaviour, anxiety and so on.
- If someone is suspected of, or claims to be, suffering from stress, the risks to health should be considered and necessary steps taken to resolve the problem.



### **Traffic and Pedestrians**

- Mark out car parks with bays, one-way arrows where possible and provide a pedestrian route through it.
- Use a separate pedestrian entrance where possible – provide barriers if necessary.
- Make sure that there is a recognisable emergency vehicle access or that one can be easily cleared.
- Provide wider disabled parking bays as near to the church entrance as possible.
- If the church or hall is accessed by steps, you may need to provide a ramp. This should have a slope of no more than 1:12 – seek advice from the Local Authority Building Control section and Diocesan Property Manager.

### **User Groups**

- Groups registered by OFSTED should already have their own assessments done. Ask to see them – they may help you. Agree which physical areas they cover – it may save some time.
- Consider if any of the activities they do might pose a risk to other users e.g. dog-handling classes in the same area as a Mums and Tots group. Consider if anything that goes on in the premises or about the structure might pose a risk to the group.
- Storage cupboards – these are often overcrowded and pose manual handling risks. Take the chance to have a sort out! Provide extra shelving if needed.
- Don't let the electric or gas cupboard be used for storage.
- Does the group use any chemicals that you need to know about? e.g. a photography group?
- User groups need to be aware of reporting systems for accidents and hazards and defects. They should know how to report accidents that happen during their session.

### **Violence / Aggression**

- The possibility of people being exposed to violence and/or aggression within the parish must be considered
- A guidance document on lone working, violence, aggression, security and safeguarding has been produced and is available from the diocesan office – this may help in the risk assessment process the parish should undertake.

## Volunteers

- Volunteers are much appreciated and many parishes could not get by without them. However, as well as benefits, they may bring additional risks that need to be managed!
- Where volunteers are used, this should be risk assessed. Think about who is volunteering, what they are doing, whether they are working alone, whether they are carrying out higher risk activities, (e.g. working at height) and how they will get help or raise the alarm if something goes wrong or there is an emergency.
- Other things to consider include whether they are using parish equipment or chemicals or bringing in their own, and whether any training is required.



## Weather

- Snow and ice will create additional hazards. Steps and slopes to entrances should be cleared/salted where possible (see “Slips, trips and Falls” above). In severe weather consideration should be given to cancelling services/activities
- Wet weather may mean that entrance hall floor become wet and slippery. Think about having procedures in place to combat this. Sunstroke is a risk for people working outside in hot sunny weather.

## Young Persons

- Young persons are those under the age of eighteen. If they are under school leaving age they are considered a child.
- A specific risk assessment must be carried out for young persons who may undertake regular/formal voluntary roles such as helping with cleaning.
- The risk assessment must take into account their physical and mental capabilities, lack of experience and any health conditions.
- Training for their role should be provided and recorded

## **Additional Guidance**

The Diocese wish to bring to your attention the following guidance and best practice:

### **Carbon Monoxide Detectors**

In all areas where there are flue pipes, open flames (fire, cooker etc.), a central heating boiler, or water heater that runs on fossil fuels, the Diocese recommends that a carbon monoxide detector should be *in situ*.

These detectors can be purchased from any reputable DIY store, and please follow the manufacturers' installation, testing and maintenance regime that is included with the detector.

### **Cowls (Chimney Stacks)**

Please make sure that the requisite cowl(s) is fitted to the chimney stack. This prevents the nesting of birds and blocking of flue pipes etc.

### **Chimney Sweeping**

There should be a regime for the cleaning/ sweeping of chimneys within the parish.

The Guild of Master Chimney Sweeps provides the following guidance:

Frequency will depend on a number of factors including: Type of fuel, appliance used, duration of use, moisture content of wood fuel, type of chimney. Your Guild sweep will be able to advise on sweeping frequency during the appointment, the sweeping frequencies below are for guidance.

Smokeless fuel:	At least once a year
Wood:	Quarterly when in use
Bituminous coal:	Quarterly when in use
Oil:	Once a year
Gas:	Once a year

The Diocese recommends that you approach a local chimney sweep and seek appropriate guidance and agree a regime based on local use and type of chimney.

Diocese contact: 01604 712065  
 Mentor Services Advice Line: 0800 634 7000

**Appendix 1a Risk Assessment – Church Premises**

Church Premises to which this risk assessment relates:

Date of Assessment:

Date of review (at least annually):

This risk assessment must be read carefully to ensure it is applicable to your church premise. Anything not applicable should be deleted completely. Any of the listed control measures that are **not currently** in place should be deleted from the list and added to the 'action required' column. Someone then needs to be made responsible for carrying out the action required and signing it off.

If you have any valid additional control measures not listed, add them in the relevant column. The risk level should be assessed using the key at the bottom of the risk assessment.

Please ensure that any specific hazards not identified in this risk assessment, but that you are aware of, are added to it using the blank boxes at the end of the form.

Please note that this risk assessment does not address or assess all fire issues. A separate fire risk assessment should be in place for all premises.

Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
Adverse weather, (snow, ice, strong winds etc) affecting external pedestrian areas.	Slips/trips, flying objects etc	All	If there is of snow or ice, ensure all pathways are cleared and/or salted. Have someone responsible for checking that pathways are safe and unobstructed during adverse weather conditions.			
Lifting and carrying heavy items	Manual handling injuries	Persons lifting and carrying	Basic manual handling training to be provided to anyone lifting or carrying heavy items. Mechanical aids to be used where feasible. Where possible use more than one person to reduce the risk One person, (in any team lift) must be in charge of the lift, (give the orders).			

Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
Slippery walking surfaces	Slipping over	All.	Ensure all internal walking surfaces are clean and dry before the event starts Ensure any spills are cleared up quickly. Provide suitable equipment if necessary. A 'caution – wet floor' or 'slippery surface' sign should be available to use, or someone should stand by the spill whilst cleaning materials are being fetched.			
Poor lighting	Slips and trips	All	Ensure suitable lighting is in place especially where there are changes in level or surface. Replace spent bulbs that can be easily reached as soon as possible. Carry out checks and arrange for contractors to replace less accessible light bulbs periodically.			
Electrical equipment	Fire, electric shock	All	Ensure all electrical items used are PAT tested within the last year, (NB. some equipment, such as desk based IT equipment, only needs doing every 2-4 years). Undertake visual checks of portable appliances in use. Any faulty equipment must be taken out of use immediately. Ensure electrical cables are not placed where they could become damaged by vehicles or people, or where people could interfere with them or injure themselves. Residual current devices should be used if there is any risk of water getting into electrical equipment being used outside or if the equipment being powered uses water, e.g. a pressure washer.			
Hazardous substances,	Injury to eyes, skin, lungs and internally depending on substance	Users	Ensure any cleaning chemicals are locked away out of the reach of children when not in use. Safety data sheets for any hazardous substances used should be available on site. COSH risk assessments should be completed if cleaning chemicals display a hazard warning symbol.			

Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
Gas boilers and heating systems	Fire, explosion, burns Potential carbon monoxide poisoning	All Those using the equipment	Ensure gas boiler rooms are kept locked shut and keys issued to authorised persons only. Combustible items must not be kept in gas boiler rooms. Gas boilers and heating equipment must undergo an annual service and safety check by a Gas-Safe registered contractor.			
Work at height	Falling objects or persons falling if they need to use steps to access	Anyone using the steps or in the vicinity	Work at height should only be allowed if there is no alternative option. Steps to BS.EN.131 standard or above must be provided and checked before use. Where higher access is required a further risk assessment must be done to determine the most suitable method of working at height.			
Candles	Fire, burns	All for fire, those handling candles for burns	Ensure candle stands are of metal construction and placed on a level surface away from combustible materials. Ensure only the correct style of candles of used for the holders provided. Taper candles must not be left burning unattended. Ideally, <b>all</b> candles should be extinguished once the church is empty. Make sure there is a suitable receptacle for used tea-light holders. Ensure a suitable fire extinguisher is available within easy reach of the candle stands Ensure tinfoil or other suitable material is in place to catch any drips of hot wax. Do not leave boxes of matches close to lit candles.			
Incense burners	Fire, burns	All for fire, those handling burners or in area where burners are stored for burns	Ensure that burners are not put near anything combustible whilst still hot. A warning sign should be put in place until the burners have cooled down to alert people not to touch the burners. Do not place hot burners in passageways or fire exits routes.			

Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
Poor hygiene	Contamination of food, (especially if raw)	Food handlers and anyone consuming food	Ensure anyone providing high-risk food, (teas, coffee and biscuits should be OK but sandwiches, salads and cooked foods etc are high risk) have received basic food hygiene training. If external vendors are being used also check their risk assessments and food handling procedures. (They should also have their own first aid kit). Ensure suitable hygiene and sanitation facilities are available.			
Obstructed walkways	Slips and trips	All	Ensure suitable walkways are designated, where required, and are wide enough for the anticipated numbers attending the vent. Ensure items such as electrical cables are not placed across or in walkways where at all possible. If such items have to go across them, they must be properly protected.			
Poor sanitation	Illness, disease and cross contamination	All	Ensure a suitable number of toilets are available. Facilities must include hand-washing basins and hand-drying facilities. Ensure provision is also made for those with special needs.			
Poor management of waste	Injuries, slip/trips and vermin	All, especially those handling the waste	Provide a suitable number of waste containers. Do not allow waste containers to become overfull. Wear gloves when handling waste. If there is a risk of sharps and suitable procedure for dealing with these should be put in place.			
Young persons	Various injuries caused by immaturity, inexperience and lack of supervision	Young persons and those around them	Ensure young persons are properly supervised. Any young person carrying out work, (paid or voluntary) should have a specific risk assessment completed and discussed with them. Any necessary training must be given and recorded.			

Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
Asbestos	Inhalation of fibres, due to accidental damage or from lack of good asbestos management	All, especially contractors, or volunteers carrying out maintenance work.	Ensure an asbestos survey is available for the premises, if it was built before the year 2000. Where a survey shows asbestos is present, a simple asbestos management plan should be created. Ensure all contractors are made aware of the contents of the survey where there is a potential for accidental damage during their work. Ensure the survey is kept up to date, (i.e. any asbestos subsequently removed is clearly marked on the survey). Ensure an annual condition check of asbestos containing materials is undertaken and keep a record. Any deterioration must be notified to the Diocese office. A suitable asbestos survey <b>MUST</b> be completed before any building work is undertaken – refer to Diocese office.			
Poor cash management	Injuries/stress arising from aggravated burglary or assault	Those managing cash	Follow the procedures for cash management as set out in the parish manual. Never put yourself as added risk by trying to confront a robber. Bank regularly to keep amount of cash being carried to a minimum.			
General gardening and maintenance activities	Various injuries ranging from cuts/bruises to more serious injuries	Volunteers and/or contractors carrying out such work	Where work is being carried out by contractors and is medium or high hazard, (e.g. tree surgery work) then a risk assessment and method statement should be in place. Other equipment being used by volunteers or employees should be maintained in good condition and training provided where necessary. Make someone responsible for carrying out periodic checks on such equipment.			

Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
Being hit by falling objects	Head and bodily injuries of varying degree	All	Ensure all light fittings are properly fixed and maintained in good condition Carry out regular checks on items which may fall from height, such as roof tiles, banners etc and arrange for maintenance and repair as necessary			
Slips, trips and falls	Head and bodily injuries of varying degree	All	Ensure paths and walkways are kept in good condition Arrange to have slabs re-set in paths if the unevenness is more than 25mm between adjoining slabs Carry out regular checks and arrange for other damaged or worn paths/inspection covers etc to be repaired as necessary			
Vehicle movements in the premises car parking or delivery areas	Being crushed, hit or run over	All	Where possible segregate pedestrians and vehicles; e.g. provide pedestrian walkways. Mark out car parking spaces where possible to keep parking orderly. Ensure any delivery and similar vehicles are properly managed, (e.g. Ensure suitable levels of lighting are available. Have speed limits in place.			
Loose headstones	Being crushed or caught under a loose stone	People in the cemeteries.	Conduct periodic checks and follow the guidance set out in the health and safety manual. Any clearly hazardous stones should be laid flat.			
Disabled persons (could include problems with sight, hearing, walking, mental ability etc.)	May not be able to evacuate quickly in an emergency. May be at higher risk of slip/trips etc. May also be a risk to those around them.	The disabled persons themselves, or others in the vicinity, including carers	Where there are regular members of the congregation with a disability a Personal Emergency Evacuation Plan (PEEP) should be put in place. Other hazards should be assessed with disabilities borne in mind and additional controls put in place if necessary, such as ramps, handrails etc. Suitable welfare facilities and car parking should be provided.			

Hazard	Risk	Persons at risk	Control measures that should be in place	Risk Rating (LxS)	Action required	Completion date and signature
Lone working and/or violence and aggression	Not able to get help or raise an alarm, physical harm or verbal abuse, stress	Priests, other employees working alone, such as secretaries, volunteers working alone.	The parish should have a lone working policy in place with guidance given to lone workers and/or those vulnerable to violence/aggression on how to best protect themselves. Use the written guidance available in Appendix 2 of the H&S Manual to make decisions and record the actions here.			

Risk Assessment approved by:

Signed:

**KEY**

**Likelihood:**

- 1 - Very unlikely
- 2 - Unlikely
- 3 - Fairly likely
- 4 - Likely
- 5 - Very likely

**Severity**

- 1 - Insignificant
  - 2 - Minor
  - 3 - Moderate
  - 4 - Major
  - 5 - Fatality
- 1-4 - acceptable level of risk; no further action required but ensure controls are maintained  
 5-9 - adequate controls in place; but look to improve at next review if possible  
 10-16 - controls are tolerable but should improve within a specified timescale  
 17-25 - unacceptable level of risk: stop activity and make immediate improvements

**Appendix 1(b): Risk Assessment – Sales/Fetes and outdoor events**

Date of Assessment:                      Date of review (this should be prior to the event):

This risk assessment should be carefully read through when planning an event such as a sale or a fete. Any of the listed control measures that are not in place should be deleted from the list and added to the ‘action required’ column. Someone then needs to be made responsible for carrying out the action required and signing it off.

If you have any valid additional control measures not listed, add them in the relevant column. The risk level should be assessed using the key at the bottom of the risk assessment. Please ensure that any specific hazards not identified in this risk assessment, but that you are aware of, are added to it using the blank boxes at the end of the form.

<b>Hazard</b>	<b>Risk</b>	<b>Persons at risk</b>	<b>Control measures that should be in place</b>	<b>Risk Rating (LxS)</b>	<b>Action required</b>	<b>Completion date and signature</b>
Inadequate pre-planning	Increased accidents and incidents	All	Ensure suitable insurance cover is in place. If stands are being erected/run by commercial organisations, ensure they have suitable insurance. Ensure suitable first aid provision is arranged and that there is a procedure to report accidents and incidents. Ensure an emergency evacuation procedure is planned and implemented			
Adverse weather, (snow, ice strong winds etc)	Slips/trips, flying objects, stalls collapsing etc	All	If there is a risk of snow or ice, ensure all pathways are cleared and salted before the event starts. If your event is planned to be outside consider if there is an alternative inside venue should the weather forecast indicate poor weather. Have someone responsible for checking that stalls have been properly set up and for taking any weather related decisions necessary during the event.			

Lifting and carrying heavy items	Manual handling injuries	Persons lifting and carrying	Basic manual handling training to be provided to anyone lifting or carrying heavy items. Mechanical aids to be used where feasible. Where possible use more than one person to reduce the risk One person, (in the lifting team) must be in charge of any team lifts			
Slippery walking surfaces	Slipping over	All.	Ensure all internal walking surfaces are clean and dry before the event starts Ensure any spills are cleared up quickly. Provide suitable equipment if necessary. A 'caution – wet floor' or 'slippery surface' sign should be available to use, or someone should stand by the spill whilst cleaning materials are being fetched.			
Poor lighting	Slips and trips	All	Ensure suitable lighting is in place before the event starts Bring in additional temporary lighting if necessary. (See below for control measures for such electrical equipment).			
Electrical equipment	Fire, electric shock	All	Ensure all items used during the event have been PAT tested within the last year. Undertake visual checks of portable appliances in use. Any faulty equipment must be taken out of use immediately. Ensure electrical cables are not placed where they could become damaged by vehicles or visitors, or where visitors could interfere with or injure themselves. Ensure electrical connection points are protected from wet weather. Residual current devices should be used if there is any risk of water getting into the electrics or if the equipment being powered uses water, e.g. a pressure washer.			

Hazardous substances,	Injury to eyes, skin, lungs and internally depending on substance	Users	Ensure any cleaning chemicals for the event are locked away when not in use. Safety data sheets for any hazardous substances used during the event must be available. Dependent on level of risk and type of substances a spill kit may be needed.		
Gas equipment / gas cylinders	Fire, explosion, burns Potential carbon monoxide poisoning	All Those using the equipment	Ensure that if anyone is to use gas cylinders and/or gas equipment, these comply with the Gas Safety (Installation and Use) Regulations 1998. Any ventilation units must be linked to the gas supply so that gas stops flowing if the units are turned off or fail. Any gas bottles not in use should be stored in a secure cage whilst on site. Ensure suitable fire extinguisher(s) is available.		
Work at height	Falling objects or persons falling if they need to use steps to access	Anyone using the steps or in the vicinity	Work at height should only be allowed if there is no alternative option. Steps to BS.EN.131 standard or above must be provided and checked before use. Where higher access is required a further risk assessment must be done to determine the most suitable method of working at height.		
Poor hygiene	Contamination of food, (especially if raw)	Food handlers and anyone consuming food	Ensure anyone providing high-risk food, (teas, coffee and biscuits should be OK but sandwiches, salads and cooked foods etc are high risk) have received basic food hygiene training. If external vendors are being used also check their risk assessments and food handling procedures. (They should also have their own first aid kit). Ensure suitable hygiene and sanitation facilities are available.		

Obstructed walkways	Slips and trips	All	Ensure suitable walkways are designated, where required, and are wide enough for the anticipated numbers attending the vent. Ensure items such as electrical cables are not placed across or in walkways where at all possible. If such items have to go across them, they must be properly protected.			
Poor sanitation	Illness, disease and cross contamination	All	Ensure a suitable number of toilets are available. Facilities must include hand-washing basins and hand-drying facilities. Ensure provision is also made for those with special needs.			
Poor management of waste	Injuries, slip/trips and vermin	All, especially those handling the waste	Provide a suitable number of waste containers. Do not allow waste containers to become overfull. Wear gloves when handling waste. If there is a risk of sharps and suitable procedure for dealing with these should be put in place.			

Risk Assessment approved by:

Signed:

**KEY**

**Likelihood:**

- 1 - Very unlikely
- 2 - Unlikely
- 3 - Fairly likely
- 4 - Likely
- 5 - Very likely

**Severity**

- 1 - Insignificant
- 2 - Minor
- 3 - Moderate
- 4 - Major
- 5 - Fatality

**Result and action**

- 1-4 - acceptable level of risk; no further action required but ensure controls are maintained
- 5-9 - adequate controls in place; but look to improve at next review if possible
- 10-16 - controls are tolerable but should improve within a specified timescale
- 17-25 - unacceptable level of risk: stop activity and make immediate improvements

**Appendix 2 - Lone working, violence, aggression, security and safeguarding – things parishes should consider**

<b>Hazard</b>	<b>Risk</b>	<b>Things to consider to minimise risk</b>
<p>Priest living alone answering presbytery door.</p>	<p>Violence and/or aggression from caller. Having to deal with someone under the influence of drink or drugs. Having to deal with the mentally ill. Priest feeling threatened or stressed.</p>	<p>The priest should not open the door unless he is confident he knows who is on the other side and that they are not a threat. Doors should be equipped with a spyglass and a security chain.</p> <p>The priest should have clear guidelines to follow which include:</p> <ul style="list-style-type: none"> <li>• Do not engage with callers on the doorstep</li> <li>• Do not invite caller inside</li> <li>• Do ensure ground rules are consistently applied</li> <li>• Do give information where possible</li> <li>• Do keep records of all unexpected callers</li> </ul> <p>Consider providing some specific information or training for priests on this subject.</p> <p>The priest should know who they can turn to for support and where they can get further information if required.</p> <p>The parish should have basic guidelines to be consistently applied at the door. Clear boundaries are important to callers: they need to know clearly what help they can expect.</p> <p>Consider how local churches can work together to deal with and help vulnerable callers.</p> <p>Is any professional counselling etc. available for serious trauma? Paid leave?</p> <p>From surveys undertaken, most doorsteps request are for food/drink – therefore should there be a supply kept in the presbytery of such items that are easy to pass through a door, or is there a centre nearby that does this, that the diocese can support?</p> <p>Consider the issue in a risk assessment and apply control appropriate to your particular situation.</p>

<b>Hazard</b>	<b>Risk</b>	<b>Things to consider to minimise risk</b>
Burglary and theft from the presbytery	Loss of possessions. Priests living with fear/stress.	<p>Are security alarms in place?</p> <p>Is there a need to personal alarms or panic buttons?</p> <p>Are there suitable security lights?</p> <p>Does the presbytery have window locks?</p> <p>What redress might there be from the diocese, (what is or isn't insured centrally and locally)?</p> <p>Consider getting a crime prevention report to accompany the quinquennial survey and follow its advice.</p> <p>Consider the issue in a risk assessment and apply control appropriate to your particular situation.</p>
Being put into a vulnerable position due to poor assessment of situation	Violence and/or aggression from caller. Priest feeling threatened or stressed.	<p>Training should be given so that priests can accurately assess their callers, both to discover the needs and any potential dangers they may pose.</p> <p>Consider the issue in a risk assessment and apply control appropriate to your particular situation.</p>
Feeling compelled to help and getting into a difficult position	Violence and/or aggression from caller. Priest feeling threatened or stressed.	<p>The parish should put together a list of helpful names, addresses and contacts in the local area and have this ready to hand out where necessary.</p> <p>The priest should not feel they have to be available at all times to all people.</p> <p>Ideally, guidelines on what is/is not expected of a priest and his right to an uninterrupted private life outside of 'working hours' should be produced.</p> <p>Consider the issue in a risk assessment and apply control appropriate to your particular situation.</p>
Making home visits	Violence and/or aggression from person being visited. Feeling threatened or stressed.	<p>Priest/home visitor should always inform another person of where they are going and when they expect to be back, or make arrangements to call someone, before arriving, giving the above details and once they have left the property.</p> <p>Consider the issue in a risk assessment and apply control appropriate to your particular situation.</p>

<b>Hazard</b>	<b>Risk</b>	<b>Things to consider to minimise risk</b>
Carrying out one-to-one interviews	Violence and/or aggression from person being interviewed. Priest feeling threatened.	Priests should ensure they keep nearer the door than the interviewee. The door to the interview room should not have a lock that can be used to lock someone in.  Consider the issue in a risk assessment and apply control appropriate to your particular situation.
'Repeat offenders'	Violence and/or aggression from caller. Priest feeling threatened or stressed.	The priests should keep simple records of all unexpected callers.  The diocese should monitor all incidents concerning casual callers and taken action if necessary.  Consider the issue in a risk assessment and apply control appropriate to your particular situation.
Poor cash management	Injuries and stress arising from aggravated burglary or assault	Follow the procedures for cash management as set out in the parish manual.  Never put yourself at added risk by trying to confront a robber.  Bank regularly to keep amount of cash being carried to a minimum.  At least two people should be present to count the collection money.  Consider the issue in a risk assessment and apply control appropriate to your particular situation.
Accidents whilst lone working with the parish	Minor or major injuries, or possible fatality, depending on work being undertaken	Lone working should not be allowed where it is possible to have more than one worker (paid or volunteer) available.  Those carrying out work at height, (e.g. using a ladder) must not be allowed to work alone. Any lone working must be low risk work.  Lone workers should carry a mobile phone with them, which has relevant numbers they can call for help stored in them.  Lone workers must be given adequate training and information relating to their work.  An accident book must be available to record any accidents that do occur. There should be a designated person in the parish to whom accident reports are submitted for investigation.  Consider the issue in a risk assessment and apply control appropriate to your particular situation.

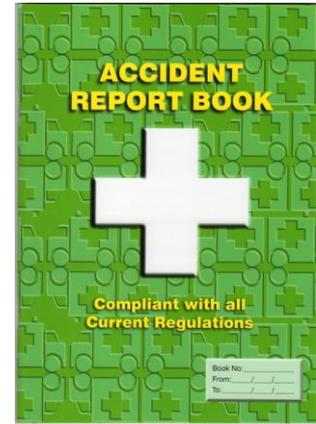
<b>Hazard</b>	<b>Risk</b>	<b>Things to consider to minimise risk</b>
Vulnerable callers	Priest might put themselves in a position of abusing trust	<p>Priests must be made aware of the diocese safeguarding procedures.</p> <p>The diocese must have systems in place to allow the reporting of abuse.</p> <p>Consider the issue in a risk assessment and apply control appropriate to your particular situation.</p>
Abuse of persons by those working or volunteering in the church	Physical, emotional or mental abuse	<p>All priests and the majority of volunteers, (particularly those working with children and vulnerable adults) must undergo DBS checks.</p> <p>These people must be aware of the CSAS safeguarding procedures, which are available at <a href="http://www.csasprocedures.uk.net">www.csasprocedures.uk.net</a>.</p> <p>These provide guidance on a wide range of potential abuse situations, from sexual abuse to prayer ministry and exorcism.</p> <p>Consider the issue in a risk assessment and apply control appropriate to your particular situation.</p>
Accusations of abuse from people to those working or volunteering in the church	Physical, emotional or mental abuse to those making the accusation, or to those accused, (if it is a false accusation)	<p>Those working or volunteering in higher risk situations must be made aware of the correct policies and procedures to follow.</p> <p>DBS checks must be undertaken. Refer to the CSAS guidelines mentioned above.</p> <p>Consider the issue in a risk assessment and apply control appropriate to your particular situation.</p>
Driving on church business, (especially if alone)	Accidents	<p>The driver should always ensure the vehicle is roadworthy and has suitable tax and insurance, (and MOT if applicable).</p> <p>The driver must have a suitable licence for their vehicle.</p> <p>The driver should comply with the rules of the Highway Code.</p> <p>A mobile phone should be carried, (but not used whilst in motion unless hands-free).</p> <p>Where possible, if going out alone, the driver let someone know where they are going and what sort of time they are due back.</p> <p>Consider the issue in a risk assessment and apply control appropriate to your particular situation.</p>

## **Appendix 3**

### **Accident reporting procedure**

#### **1. Accident to member of congregation or the public e.g. hall users**

- Any accident should be recorded on an Accident report form (keep at least one blank pinned to the main notice board). A HSE approved accident book can be used: copies of a book can be obtained from the Diocese Finance office. Completed reports should be handed to the PSO or the parish priest so an investigation can be carried out. Personal details must be removed from public areas and filed securely, (to comply with Data Protection Regulations). Accident reports are to be kept for a minimum of 6 years or until the injured person is 21 years old.
- The incident must be investigated immediately by the PSO if required and recommendations for remedial action made where necessary.
- The area of the incident will be checked during the regular safety checks to see if any further remedial action is required.
- There should be a Notice on the main board which should contain the following details:
  - a. Details of the Parish Safety Officer - who can be contacted for advice if required
  - b. How to report an accident



The form should request the following information:

- c. Name, address and telephone number of the injured party
  - d. Date of birth of the injured party
  - e. Name, address and telephone number of any witnesses
  - f. Details of the accident, including any equipment involved
  - g. Any first aid treatment given
  - h. Details of the investigation and any remedial action
- Accidents are only reportable at the time to the Diocese if the person is taken from the premises directly to hospital. (But all accidents should be included in annual reporting. For an example of the annual return to be made to the Diocese please see page 48)
  - The report should be made as soon as possible by the Parish Safety Officer or the Parish Priest to the Finance Office at Bishops House, 01604 712065 or fax 01604 711641.

#### **2. Accident to Clergy or other person(s) employed by or doing voluntary work for the Parish**

- Injuries, Diseases and Dangerous Occurrences must be recorded and reported in accordance with the current legislation using the Accident report form.

Diocese contact: 01604 712065

**Mentor** Services Advice Line: 0800 634 7000

- Deaths and major injuries (e.g. breaking a limb, electrocution, explosion etc) must be reported immediately by either the PSO or any other person to the Health & Safety Executive's **Incident Contact Centre** on 0845 300 9923, or by submitting the relevant form on-line at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) . (Please note: the Incident Contact Centre is only open during office hours. If an accident occurs outside office hours, the online form should be used). This must be followed by a report to the Diocese by telephone as soon as possible as above.
- "Over 7 day injuries" i.e. injuries arising from a work activity which prevent the person working or carrying out their normal duties for more than seven days after the day of the accident, must be reported to the Diocese and to the Incident Contact Centre within 15 days of the incident by the PSO or clergy.

If the accident is to a contractor, the contractor or his employer is responsible for reporting the accident but you should ensure this has been done. For further information on the Reporting of Injury, Disease and Dangerous Occurrences Regulations (RIDDOR) and for copies of the form, see the HSE's website as above.



## ***Appendix 4***

### **Safeguarding Procedures**

The RC Diocese of Northampton is committed to the national safeguarding procedures of the Catholic Church of England and Wales. The Diocese has a Safeguarding and Welfare Office based at Bishops House where all enquires about safeguarding can be directed and where any concerns of a safeguarding nature are followed up.

Each parish has a lay safeguarding representative (PSR) who liaises directly with the safeguarding office and receives regular training in order to be able to provide a basic safeguarding response locally. The details of each local PSR should be available on every parish notice board or is available from the safeguarding office.

It is expected by the safeguarding office that in each parish the PSR and the Health and Safety Representative will work closely together in respect of risk assessments for activities/groups involving vulnerable groups and general parish groups.

Also that procedures, as laid down in the PSR manual, are followed in respect of the suitability of venues which are being used for vulnerable groups and that the suitability of the venue and activity held there are appropriate and acceptable to insurers.

Safeguarding is everybody's responsibility and in the Diocese there needs to be an overall awareness of general good safeguarding practice to support and protect vulnerable groups in our community.

All persons, lay or clergy, who work with children and young people in any capacity in the Diocese are assessed in respect of eligibility for a DBS (disclosure and barring service) certificate. This is done on a local level by the PSR in liaison with the Safeguarding Co-ordinator. Similarly, all those who work with vulnerable adults also are assessed in respect of their role criteria for a DBS certificate. There is no charge for any volunteer role.

If there is ever any concern about a vulnerable member of the parish or church community, be they a child or young person or an adult who is vulnerable through their age health or disability, then concern can be raised or advice sought from the PSR or safeguarding office.

Similarly, if there are concerns that any person in the parish is experiencing bullying or domestic abuse or elder abuse, or if there are concerns that they are being victimised financially, concerns should be passed on to the safeguarding office or advice sought from the safeguarding office about how to appropriately offer support.

Diocese contact: 01604 712065

**Mentor** Services Advice Line: 0800 634 7000

In an emergency situation - such as becoming aware that a vulnerable child or person has, or is likely to, suffer significant harm - or where it is considered they may be in danger from a family member or anyone known to them, or who (they say) is not known to them - then contact the Police in the first instance and then the safeguarding office who will follow up with any further action or support as is needed.

Please contact the safeguarding office directly if any further information is needed, or to report a concern, or if you require help and support because of personal experiences.

Safeguarding Co-ordinator: (Appointment pending) Tel: 01604 723514

Safeguarding Office PA/Administrator: (Appointment pending) Tel: 01604 723516

Clergy Advisor for Safeguarding: Rev Dr Brendan Killeen Tel: 01604 768483

Catholic Safeguarding Advisory Service - [www.csas.uk.net](http://www.csas.uk.net)

ChildLine - 0800 1111 - [www.childline.org.net](http://www.childline.org.net)

Elder Abuse - 020 8835 9280 - [www.elderabuse.org.uk](http://www.elderabuse.org.uk)



