Sample Statement of General Policy on Health, Safety & Welfare at Work

It is the policy of The Dean and Chapter far as is reasonably practicable, to ensure that responsibilities for Health and Safety are properly assigned, accepted and fulfilled at all levels of the organisation and that all practicable steps are undertaken to safeguard the Health, Safety and Welfare of all employees, volunteers and visitors to the Abbey, and of anyone not in our employment who may be affected by our activities.

It is the intention of the Cathedral to provide a safe and healthy working environment for all its staff, volunteers, worshippers, visitors and others. This will include providing and maintaining safe equipment and safe systems of work, and such information, instruction and training for all its staff as is necessary for this purpose. The Cathedral will carry out risk assessments of all hazardous working practices and make such changes as are necessary to ensure that the working environment is safe.

Before new substances, procedures, machinery or tools are taken into use all reasonable steps will be taken to reduce health and safety risks to a minimum. This policy will be reviewed on an annual basis. It will be brought to the attention of the Cathedral’s employees and is a significant part of the Orientation Programme for newly-arrived members of staff or volunteers.

1.ORGANISATION AND RESPONSIBILITIES  
Arrangements for the effective organisation, monitoring and review of health and safety measures within the Cathedral are detailed below:

COMPETENT PERSONS A number of competent persons are appointed, with sufficient time and resources at their disposal, to ensure the compliance of the organisation with its legal duties and to implement health & safety best practice and emergency arrangements. The competent persons meet on a regular basis, with line managers from high risk departments, as the Health and Safety Management Group, to review how well the arrangements are working.

The competent persons within the Cathedral are:

The Receiver General, who has overall responsibility for the day to day operations, including workplace requirements such as temperature, cleanliness, working space, ventilation, lighting, safe access and egress (including traffic routes), and the provision of adequate welfare and first aid facilities.

The Clerk of the Works, who has responsibility for the safe maintenance of buildings, structures and the equipment used in the Cathedral, as well as the control/elimination of any possible exposure to hazardous agents. The Head of Human Resources, who has responsibility for the information, training and supervision of health & safety, as well as the recording of absence due to sickness or accidents, and of accidents and incidents in the Abbey environs including any cases notifiable to the Health & Safety Executive.

The Head of Security and Emergency Planning, who has responsibility for emergency arrangements and insurance.

The Fire Safety Officer, who has responsibility for fire precautions, firefighting and training in case of fire.

The Appointed Health and Safety Consultant , advises on the Safety Policy and Procedures, Risk Assessments, Health and Safety Legislation and relevant updates and health and safety news. These are communicated to both the Health and Safety Management Group and the Health and Safety Committee. The Appointed Health and Safety Consultant will also undertake health and safety audits and support the Line Managers with their respective health and safety duties.

2.LINE MANAGERS’ RESPONSIBILITIES   
All line managers and department heads have responsibilities regarding the work environment, work equipment, working methods and the provision and use of Personal Protective Equipment, and are required to be aware of any special precautions relevant to their work. .

3.EMPLOYEES’ & VOLUNTEERS’ RESPONSIBILITIES All employees and volunteers are required to take reasonable care for their own health and safety, and that of others who may be affected by what they do or do not do; to co-operate with the Cathedral and others (e.g. contractors on site) in meeting health and safety requirements; to report any shortcomings in health and safety arrangements; and not to interfere with or misuse anything provided by the Cathedral to ensure health, safety and welfare at work. Any employee or volunteer failing to comply with their health and safety responsibilities may be subject to disciplinary procedures.

4. HEALTH AND SAFETY COMMITTEE MEMBERS The Cathedral has nominated Health and Safety Committee members for each department who are required to ensure that acceptable standards of safety and performance are maintained, and to record their findings in a monthly report. This is reviewed by the Consultant Health and Safety Advisor, who will notify the relevant officer of the department concerned if any action is required. The work of the Health and Safety Committee members is monitored in a monthly meeting between the Committee Members the Health and Safety Advisor and the Head of HR, and quarterly reviews are discussed at the Health & Safety Management Group meeting.

5. KEY ACTIONS REQUIRED

5.1 Risk Assessment The Consultant Health and Safety Advisor is the principal advisor regarding risk assessments. In addition all line managers are able to carry out risk assessments as required and should do so for their departments. Risk assessments should be undertaken or reviewed as a result of identification of a potential risk, and/or as a result of an accident or incident occurring. The principal aim of risk assessments is to fulfil the next obligation:

5.2 Tackling Risks at Source All Cathedral workplaces must be made safe without undue risks to health. So far as is reasonably practicable, accidents and work-related ill-health should be prevented by tackling risks at and source, using engineering means in preference to systems of work. Personal protective equipment is only an acceptable alternative where risks cannot be controlled by other means.

5.3 Information, Instruction, Training and Supervision Employees will be given the information, instruction, training and supervision necessary to ensure their health and safety and that of others around them. The health and safety law poster is displayed in a number of locations around the Abbey where it can be easily read. All new staff are given detailed health and safety and emergency procedures training upon starting. Regular training is conducted by a variety of methods including specialist courses, Cathedral-wide Health, tutorials, departmental training, and on-the-job training for individuals.

5.4 Cooperation and Co-ordination Cathedral managers, in conjunction with other employers who share workplaces around the Cathedral environs, will co-operate and co-ordinate their activities to ensure that they can meet their health and safety responsibilities.

5.5 Emergency Procedures All employees will receive sufficient information, instruction and training to enable them to comply with the Abbey’s emergency procedures.

Accident Investigation and Reporting The Accident Reporting procedure must be followed in all cases and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) complied with. Any actions identified as a result of an accident investigation must be followed up where practicable.

First Aid The Cathedral will ensure there are sufficient trained First Aiders to meet statutory requirements and will ensure the adequate provision of First Aid supplies.

6. ARRANGEMENTS Health and Safety Committee Members to meet on a monthly basis. Health and Safety Management Group to meet on a quarterly basis.

Health and Safety Posters are displayed: in The Chapter Office, Choir School, & Canon’s Secretary Office, Shop Stockroom,.

First Aid Boxes are located throughout the Cathedral including: the Chapter Office, the Dean’s Verger’s Office, Works Yard, Information Desk, Verger’s Office, Security Control Room, Library,.

Accident Books are located: in the offices of the Chapter Office Reception, Garden Office, Vestry, Information Desk, Dean’s Verger’s Office,

A list of first aiders is available at the Volunteer Managers Office, Reception and various noticeboards throughout the Cathedral. Arrangements for safe working are required to give clear advice on how particular aspects of safety should be addressed.