

Health & Safety Policy

Document reference	TCP003	Document purpose	Guidance
Author	Truro Cathedral		
Target audience	Cathedral staff, clergy, choral scholars and volunteers		
Description	This document provides a framework to promote the welfare and protection of all those working and volunteering in the cathedral. It reflects current legislation.		
Cross reference	Staff should read alongside Truro Cathedral's 'Employee Handbook' for.		
Action required	Read and embed policy into normal practice. Failure to follow this policy may result in disciplinary action.		
Document status	This is a controlled document. Whilst it may be printed, the electronic version held on the cathedral network will be the most up to date copy. This document should not be saved on local drives but always accessed via the cathedral drive.		

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Health and Safety Policy Statement

- 1.1 The Dean has responsibility for the health, safety and welfare of employees and volunteers of Truro Cathedral (the 'Cathedral') and others who may be affected by the activities of the Cathedral. Truro Cathedral will comply with the Health and Safety at Work etc. Act 1974, regulations subsequently laid under it and meet the standards required therein.
- 1.2 The objective of this policy is to attain and maintain high standards of health and safety performance throughout the Cathedral and detail the standards expected of employees and volunteers, volunteers and contractors who undertake work on behalf of the Cathedral.
- 1.3 The attainment and maintenance of high standards of health and safety within the Cathedral will be achieved by the identification of hazards associated with the activities undertaken by the Cathedral. Effective precautions and control measures to eliminate reduce or control the risk of harm to ALL exposed to the hazards will be identified and implemented.
- 1.4 The effective delivery of the Policy requires everyone to accept a personal responsibility for health and safety. The Cathedral will provide professional and competent support and advice to all employees and volunteers.

Responsibilities for Health and Safety

- 2.1 The Dean has overall responsibility for the health, safety and welfare of all employees and volunteers of the Cathedral and will fulfil all legal duties imposed on them, as the employer, by relevant legislation.
- 2.2 All employees and volunteers of the Cathedral have legal duties under health and safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions. Specifically to:
 - a. co-operate with managers and the Dean on health and safety matters;
 - b. not interfere with anything provided to safeguard their health and safety;
 - c. take reasonable care of their own health and safety;
 - d. report all health and safety concerns to an appropriate person.
- 2.3 Failure to comply with the requirements of the Health & Safety Policy and any legal duties under Health & Safety Legislation may lead to disciplinary action (including dismissal) accordance with the terms of the Cathedral's Disciplinary Policy.

Organisation of Health & Safety

- 3.1 The Dean will appoint a Manager responsible for co-ordinating all health and safety matters for the Cathedral.
- 3.2 The Executive will review health and safety matters and incidents every quarter. Reports will be received from the Manager responsible for health and safety for this purpose.



- 3.3 Health and safety will be addressed as a regular agenda item at Management and team meetings and all employees and volunteers are encouraged to raise any concerns at these meetings. Otherwise, any other concerns over the standards of health and safety within the Cathedral or issues relating to health and safety are to be brought immediately to the attention of any manager.
- 3.4 Health and safety information, where it relates to the activities of the Cathedral will be displayed on the staff notice boards and communicated throughout the Cathedral.
- 3.5 The Cathedral's Health and Safety Policy and overall performance will be fully reviewed bi-annually in January and July.

Training

- 4.1 All new employees and volunteers of the Cathedral will receive induction training as soon as reasonably practicable which includes relevant health and safety matters.
- 4.2 The health and safety training requirements of Cathedral employees and volunteers will be identified and appropriate training provided to ensure that all employees and volunteers are qualified and competent to undertake the work they are engaged in. The Cathedral shall keep adequate records of all training given.

Risk Assessments and Safe Systems of Work

The Dean will ensure:

- 5.1 That where significant hazards associated with the activities of the Cathedral exist, an appropriate risk assessment is undertaken and communicated to all those at risk.
- 5.2 That where appropriate, written procedures detailing safe systems of work are produced, based on the findings of the risk assessments and that these systems are implemented.
- 5.3 That where required, risk assessments are made available to employees and volunteers of the Cathedral and sub-contractors who undertake work on behalf of the Cathedral.
- 5.4 That all risk assessments and safe systems of work are communicated to all who may be affected by the activity and implemented by them.
- 5.5 That risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Cathedral.
- 5.6 That risk assessments of the activities undertaken by the Cathedral take into account the needs of employees and volunteers with disabilities.
- 5.7 That risk assessments of the activities undertaken by the Cathedral take into account the needs of new or expectant mothers. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother.

Personal Protective Equipment

- 6.1 The Cathedral will provide Personal Protective Equipment (PPE) to employees and volunteers of Truro Cathedral where it is required by current legislation and as identified by risk assessment.
- 6.2 PPE will be provided in circumstances where exposure to hazards cannot be affected by other means or to supplement existing control measures identified by a risk assessment. An assessment will be made to ensure that the PPE is suitable for purpose, appropriate to the risk involved and suitable for each individual.
- 6.3 Employees and volunteers will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.

Health & Accidents

- 7.1 Employees and volunteers are to declare any aspect relating to their health that may put them or others at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- 7.2 The Dean will nominate a suitably trained person or persons to ensure adequate provision of first aid. These details will be prominently displayed and communicated through induction training.
- 7.3 All injuries, no matter how trivial are to be recorded in the Accident Book held in the Cathedral main office. The Dean will ensure that all accidents, near misses and dangerous occurrences are thoroughly investigated.
- 7.4 In the event of a Dangerous Occurrence or reportable accident occurring to an employee or volunteer, the manager will inform the Dean and will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.

Fire Prevention and Precautions

- 8.1 The Dean will appoint a Fire Marshall to ensure that an adequate fire plan is in place and prominently displayed in the Cathedral office and, if appropriate, on site and communicated to all employees and volunteers, sub-contractors and visitors through induction training.
- 8.2 Emergency procedures and evacuation routes will be communicated to all employees and volunteers, and sub-contractors as part of their induction training.
- 8.3 In the event of a fire in the offices and all premises under the control of the Cathedral, the priority will be to raise the alarm and ensure all employees and volunteers, sub-contractors and visitors are evacuated safely. The alarm is to be raised and the local fire authorities summoned.



- 8.4 To reduce the risk of fire within the offices, good housekeeping will be enforced and electrical circuits will not be overloaded.

Alcohol, Drugs & Other Substances

- 9.1 Under legislation Truro Cathedral, as an employer, has a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all employees and volunteers and similarly they have a responsibility to their self and their colleagues. The use of alcohol, drugs and other substances may impair the safe and efficient running of the Cathedral and/or the health and safety of its employees and volunteers and is therefore not permitted.
- 9.2 Misuse is defined as inappropriate or illegal use of alcohol, controlled substances, drugs, medically or non-medically prescribed, or any other substances e.g. Glue.
- 9.3 Any substance misuse whilst engaged on Cathedral business will incur disciplinary action, which may result in dismissal.
- 9.4 If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be sent home immediately from work without pay and/or be subject to disciplinary action which may lead to dismissal.

Display Screen Equipment

- 10.1 All workstations under the control of Truro Cathedral consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the users of such workstations.
- 10.2 Employees and volunteers whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test. Where such examinations identify the requirement, the Cathedral will provide, free of charge, corrective appliances required specifically for DSE work.
- 10.3 Employees and volunteers whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10 –15 minutes per hour.
- 10.4 Workstations will be comfortable with safe and suitable chairs and sufficient space.

Chemicals

- 11.1 Where chemicals are used, a risk assessment will be carried out and communicated to all employees and volunteers.



- 11.2 Material safety data sheets for such hazardous substances are to be obtained from the supplier to enable an assessment of potential exposure to be made and the identification and implementation of suitable precautions to be taken to reduce the risk of harm occurring.

Environment

- 12.1 Ventilation will be adequate to ensure the comfort of employees and volunteers. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.
- 12.2 Temperature will be maintained not less than 16° C but whenever practicable will be maintained in the range 19.4° C – 22.8° C. Windows, skylights or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather.
- 12.3 Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.
- 12.4 Eating facilities with adequate access to boiling water will be provided. Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.

Manual Handling

- 13.1 Wherever possible, the requirement to conduct manual handling operations is to be avoided. Where manual-handling operations cannot be avoided then mechanical aids are to be utilised, or the load split to reduce the risk of harm, or group-handling techniques are to be used.
- 13.2 Appropriate information relating to the weight, centre of gravity or the heaviest side of the load is to be provided to those personnel involved in the manual handling of the load.
- 13.3 An assessment of all manual-handling operations is to be conducted to identify control measures required to protect those at risk and communicated to them.

New or Expectant Mothers

- 14.1 There are specific risks to females of childbearing age who could become pregnant, and any risks to new and expectant mothers. These risks can be from any process, working conditions, or physical, biological or chemical agents.
- 14.2 Where you tell us that are pregnant, or that you have given birth within the past six months or that you are breastfeeding, we will immediately take into account any risks



identified in the workplace by carrying out a specific risk assessment. Preventive and protective measures will be taken to remove, reduce or control any risks.

- 14.3 The Cathedral will provide suitable facilities for pregnant and breastfeeding mothers to rest.

First Aid

- 15.1 The Cathedral has employee(s) who have undertaken a recognised training course approved by the Health and Safety Executive (HSE) to provide first aid in the workplace. Employees and volunteers will be informed of the name and location of their nearest trained first aid person during induction and updated when these details change.
- 15.2 The trained first aid person will ensure that the first aid box is kept in the correct place, containing the items laid down in the Code of Practice and Guidance Notes published by the HSE and is regularly checked and restocked.

Working Away From Work Base

- 16.1 Staff who are going to be working away from the normal work base should make it clear to other staff where they will be, how long for and how they can be contacted.
- 16.2 If in the course of a trip away from the work base plans change significantly, this should be communicated back to the office.
- 16.3 Staff should make clear who they wish to be informed (outside of work) in the event of an emergency and how they can normally be contacted.
- 16.4 Staff may wish to keep a personal alarm for when they are out visiting new clients or remote areas.

Work Equipment

- 17.1 Employees and volunteers are only to use work equipment that is correct and suitable for the job and are to ensure that the equipment is maintained in an efficient state, in efficient working order and in good repair.
- 17.2 Work equipment is to be regularly inspected and tested as required by current legislation and defects or loss reported immediately.
- 17.3 An authorised and competent person is to undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- 17.4 Where the use of the equipment involves a specific risk to the health and safety, the use of the equipment is to be restricted to personnel who are trained, competent and authorised in its use.



Electrical Equipment

- 18.1 All pieces of portable electrical plant will be tested and certified for fitness, on a regular basis, by a competent person and in accordance with their recommendations.
- 18.2 Regular visual checks will be made on all electrical equipment and portable electrical plant before use. This will include all cabling and extension leads.
- 18.3 Work on "live" electrical equipment, will be limited to those occasions where it is deemed to be an absolute necessity and done by a competent person only.
- 18.4 Where any major electrical work is undertaken and where mechanical repair work requiring isolation of plant is undertaken, a permit to work system will be operated.

Working at Heights

- 19.1 The Work at Height Regulations 2005 protect staff and others against risks to their health and safety while working at height.
- 19.2 Work at Height, is work in any place, including a place at, above or below ground level where a person could be injured if they fell from that place. This can also include means of access and egress to a place of work. No minimum height is stated for which work at height considerations apply.
- 19.3 Work at Height should be avoided where possible. Where this is not possible a suitable and sufficient risk assessment must be undertaken and a safe system of work developed and communicated to all those involved in the working at height activity. Any work at height needs to be properly planned in advance of the work activity, appropriately supervised and carried out in a safe manner.
- 19.4 Careful consideration should be given to the selection and use of work equipment. Ladders are most appropriately used as a means of access to a workplace. Ladders should only be used as a workplace to complete short-term, light work.
- 19.5 Housekeeping is of paramount importance and can prevent material accumulating with the potential to fall and cause injury. Nothing should ever be thrown from a height and waste material should either be lowered to the ground in a controlled manner or dropped down an enclosed rubbish chute.

Food Hygiene

- 20.1 The Cathedral accepts its legal duty to comply with the Food Safety Act 1990 and all subordinate legislation. The Cathedral recognises that food production areas must be maintained to a high standard of cleanliness and food handled to ensure it does not become contaminated during its delivery, storage, preparation, service and distribution.
- 20.2 All staff employed for duties within the food operation will be trained on food hygiene practices commensurate to their duties. Food handlers involved in the preparation of food items will be trained to hold a recognised qualification.

- 20.3 Management will monitor training needs for each individual, to include refresher training on a yearly basis as a minimum.

Review

To ensure that this policy is effective, Truro Cathedral will:

- 21.1 Review the policy bi-annually or on significant Cathedral or legislative changes;
- 21.2 Make any changes known to all employees and volunteers;
- 21.3 Maintain procedures for communication and consultation on all aspects of health, safety and welfare with all employees and volunteers;
- 21.4 Provide health and safety training where required as required