



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

HEALTH AND SAFETY 2021



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

WELCOME

Bishop Richard will open our forum and lead us in prayer

OPENING PRAYER



Lord, the Word who is Life.
May all the people of our Diocese
grow in openness
to the power of the Holy Spirit,
so that through a growth
in understanding and courage,
and truly open to your call,
we may bear powerful witness
to all around us,
for you are Lord for ever and ever.
Amen

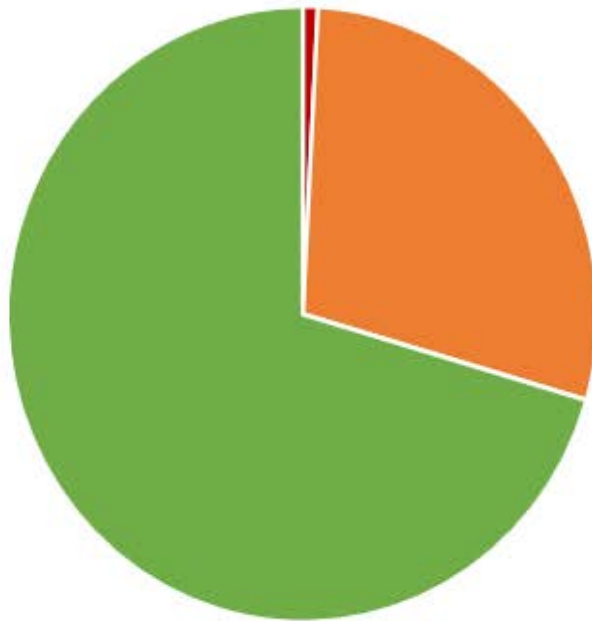


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ARUNDEL & BRIGHTON

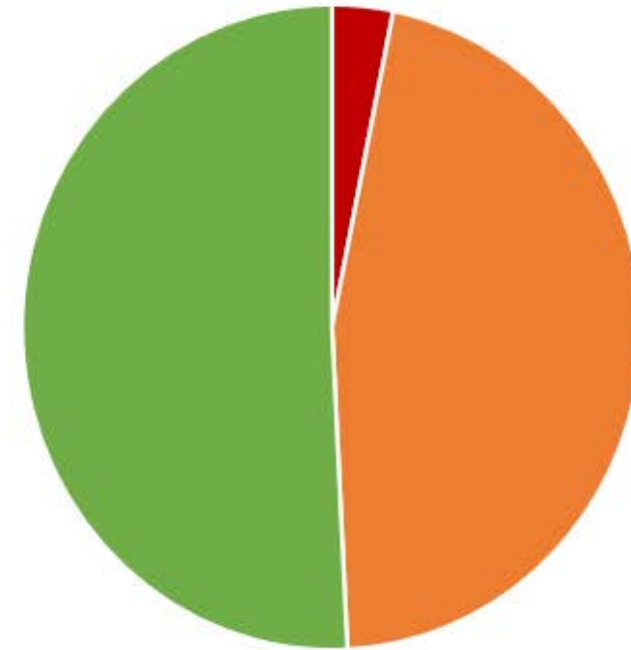
INTRODUCTIONS

HEALTH AND SAFETY PROGRESS

October 2021



September 2020



Excellent



Mediocre



Poor

AGENDA



- Introduction – Sarah Kilmartin
- Property updates – Gareth Zaver
 - Appointing contractors
 - Electrical safety
 - Gutter and flat roof maintenance
 - Tree management
- Health & Safety updates – Claire Johnson
 - Winter fire hazards
 - Fire Risk Assessments - 2022
- Q&A Panel
 - Please use the Q&A function to write questions

APPOINTING CONTRACTORS



- Check competence
HSE definition - the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely.
- Insurance - £5M dangerous works e.g. work at high level (high level gutters/ roof work)
- Hot work – check specifically that the contractor is insured for this work and that will use a hot work permit approach for controlling the work
- Share good contractors with Property Team

SafetyToolbox Online Resources - Building and Maintenance Work section

Contractor Due Diligence Checklist – Building and maintenance work section of Resources
<https://v2.app.safetytoolbox.co.uk/resources/272>

Contracting out a small building/ repair job Building and Maintenance Work section of Resources
<https://v2.app.safetytoolbox.co.uk/resources/1173>

ELECTRICAL SAFETY: FIXED INSTALLATION



Five Year Electrical Installation Condition Report (EICR)

- Condition of insurance that this is up to date
- Use competent electrician NICEIC
<http://www.niceic.com/>
- When you receive the report
 1. Check it to see what the electrician found
 2. Follow up on remedial work as recommended by the electrician – in particular:
 - Category 1 is a fail and must be addressed immediately
 - Category 2 is a fail – to be dealt with ASAP

SafetyToolbox Online Resources - Electricity Fixed System section

A guide to Electrical Installation Condition Reports in

<https://v2.app.safetytoolbox.co.uk/resources/1336>

PORTABLE ELECTRICAL APPLIANCES



Definition - any item that can be moved, either connected or disconnected from an electrical supply. Portable or movable items generally have a lead (cable) and a plug.

In house checks

- A visual check from time to time is worth doing as part of a safety walk
- Be vigilant when using appliances – check the condition of plugs and wiring

Contractor checks

- **Annual combined test and inspection** (easily transportable appliances e.g. iron, portable heater, extension leads, vacuum cleaner) – PAT record (highly portable)
- **5 year combined test and inspection** (stationery appliances e.g. fridge, washing machine, AV system) – PAT record (static appliances)

SafetyToolbox Online Resources: Electricity (Portable Electrical Equipment)

Portable Electrical Equipment Selection, Use Maintenance and Record Keeping

<https://v2.app.safetytoolbox.co.uk/resources/37>

FLAT ROOFS & GUTTERS



- Check gutters and downpipes every year
- Check flat roofs every three years
- Use properly insured contractors for high-risk work
- Follow safe working practices
- Carrying out these regular checks and following up on the remedial actions identified protects our insurance position in the event of water ingress

SafetyToolbox Online Resources - Building and Maintenance Work section

Flat Roofs and Gutter Checks <https://v2.app.safetytoolbox.co.uk/resources/1353>

CNM Guidance Note – Flat Roofs and Gutters

<https://v2.app.safetytoolbox.co.uk/resources/1354>

Flat Roof and Gutter Inspection Checklist

<https://v2.app.safetytoolbox.co.uk/resources/1390>

TREE MANAGEMENT



- Weather has become more extreme due to climate change
- Tree related damage is on the increase
- If you have mature trees, a specialist Tree Survey is recommended every 2 years
- Visual checks are also important: look at the trees regularly and after bad weather (in house)
- Remedial work if necessary – use a qualified arborist

SafetyToolbox Online Resources - Safe Access and Egress Section

Managing Trees On Your Premises <https://v2.app.safetytoolbox.co.uk/resources/310>

FIRE RISK ASSESSMENTS 2022



- Check your fire risk assessment is up to date
- Check Tied Property Set Up Checklist (completed within last 18 months)
- Check Landlord's Domestic Property Set Up Checklist (completed within last 18 months)
- Follow up on sub-tasks
- Contact Claire if you need help
- Fire Safety Risk Assessment Training for parishes 2022

SafetyToolbox Online Resources – Fire section

An Introduction to Fire Safety Law and Fire Risk Assessment

<https://v2.app.safetytoolbox.co.uk/resources/1306>

WINTER FIRE HAZARDS



- Candles
- Heating - installations and portable heaters
- Housekeeping
- Overcrowding

CANDLE SAFETY



- Use and maintain candle stands in line with manufacturer's recommendations
- Use properly designed candle holders and keep lit candles away from combustible materials
- Avoid overloading candle stands
- Keep candles away from drafts and out of escape routes
- Replace hand-held candles provided to members of the public with non fire alternatives OR monitor congregation
- Provide suitable fire extinguishers

Fully extinguish candles at the end of each day

SafetyToolbox Online Resources - Liturgy section:

Safe Use of Candles and Incense: <https://v2.app.safetytoolbox.co.uk/resources/138>

Votive Candle Stand Checklist: <https://v2.app.safetytoolbox.co.uk/resources/585>

CNM Guidance Note: Unattended Candles:

<https://v2.app.safetytoolbox.co.uk/admin/resources/1351>

HEATING INSTALLATIONS



- Maintenance using competent people
- Keep combustible material well away from heating equipment
- Carbon monoxide alarms MUST be installed in rooms containing solid fuel appliances
 - It is good practice to have carbon monoxide alarms in all rooms with gas fuelled appliances

SafetyToolbox Online Resources - Heating section

Oil Fired Heating Installations <https://v2.app.safetytoolbox.co.uk/resources/541>

Solid Fuel Fires <https://v2.app.safetytoolbox.co.uk/resources/543>

Gas Safety section

Gas Safety <https://v2.app.safetytoolbox.co.uk/resources/540>

PORTABLE HEATERS



- Portable heaters are temporary solutions
- Avoid liquid fuel, gas or radiant bar heaters
- Maintenance
- Safe location – at least one metre away from combustible materials, out of thoroughfares
- Do NOT use with extension leads or socket blocks
- Switch off when unattended

SafetyToolbox Online Resources – Heating section

Portable Heating Equipment <https://v2.app.safetytoolbox.co.uk/resources/1110>

HOUSEKEEPING



- Keep combustible materials away from sources of heat
- Keep stored items to a minimum
- Think about understairs cupboards
- Do NOT block fire exits or thoroughfares
- Check upholstered furniture is in good condition
- Maintain fire safety systems and equipment – test your smoke alarms

SafetyToolbox Online Resources – Fire section

Combustible or Highly Flammable Materials

<https://v2.app.safetytoolbox.co.uk/resources/583>

MANAGING OVERCROWDING IN THE CHURCH



- Keep within safe occupant capacity limits for fire safety
- Keep fire exits and aisles clear of obstructions
- Directional fire safety signage
- Take care when adding additional seating
- Check your emergency plan
- Nominate and brief fire marshals

SafetyToolbox Online Resources - Liturgy section

The Overcrowded Church <https://v2.app.safetytoolbox.co.uk/resources/1358>

Fire section

Means of Escape <https://v2.app.safetytoolbox.co.uk/resources/594>

Preparing an Emergency Plan <https://v2.app.safetytoolbox.co.uk/resources/602>

Emergency Fire Procedures Briefing Sheet

<https://v2.app.safetytoolbox.co.uk/resources/1376>

CONTACT OUR TEAM



Health & Safety

Claire Johnson

E: claire.johnson@abdiocese.org.uk

T: 01273 859705

W: www.abdiocese.org.uk/administration-finance/health-safety

Property

Gareth Zaver

E: property@abdiocese.org.uk

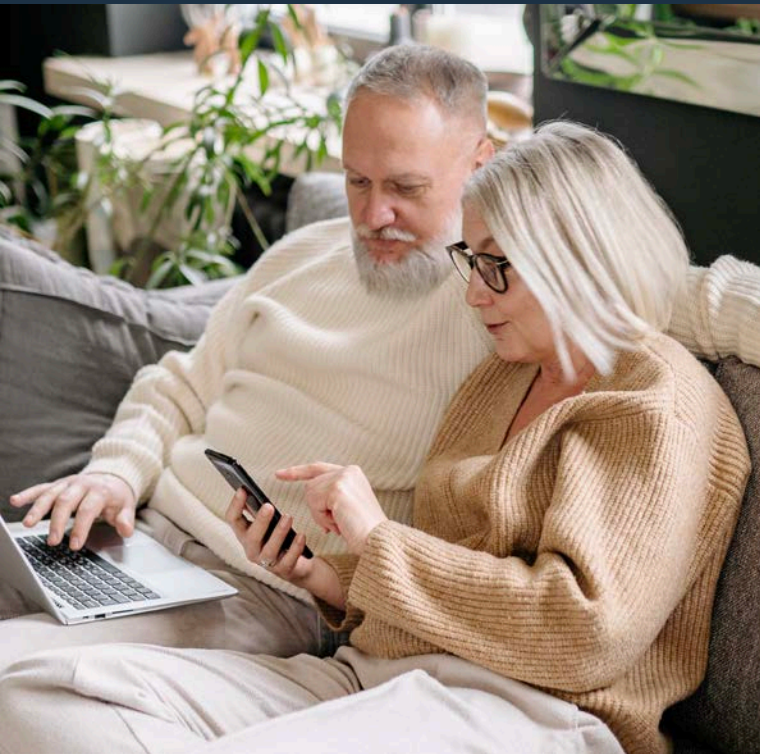
T: 01273 859705

W: www.abdiocese.org.uk/administration-finance/property-insurance

A photograph of a group of people, likely volunteers, with a dark blue overlay. In the foreground, a woman with short, wavy brown hair is smiling and looking towards the right. She is wearing a light-colored top and a pearl necklace. Behind her, other people are visible, including a man with long dark hair and a woman with long brown hair. The text "VOLUNTEER E-MAILS & CYBER SECURITY" is centered over the image in a white, serif font.

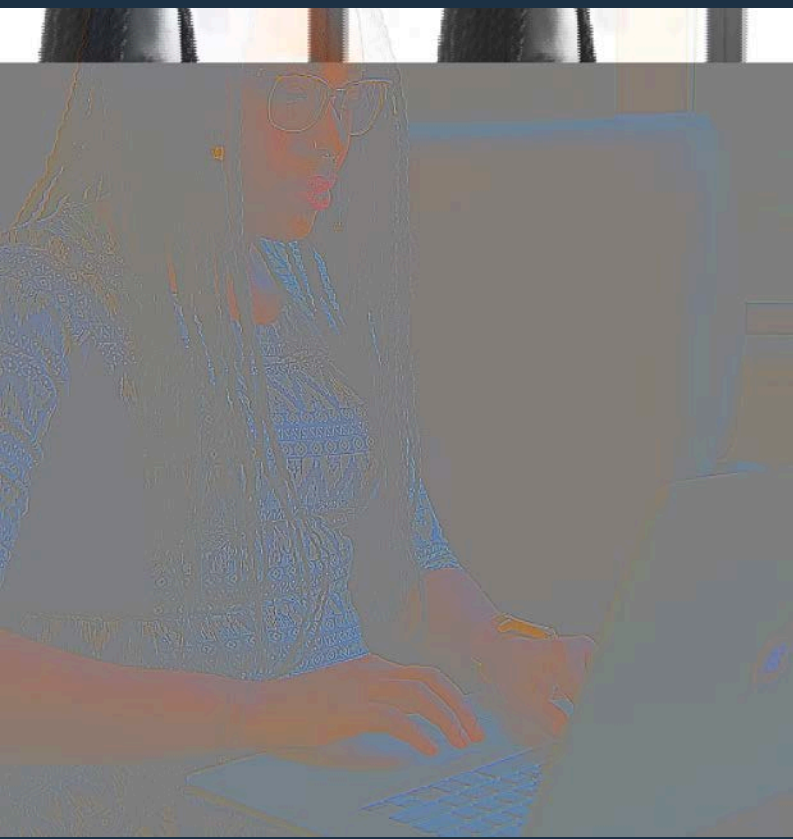
VOLUNTEER E-MAILS & CYBER SECURITY

VOLUNTEER EMAILS



- Emails for Gift Aid organisers, Parish Finance Chairs, Treasurers, Safeguarding Reps and Health & Safety Reps are being created in November 2021
- The Diocese is rolling out this programme to provide email access to key parish volunteers so that we are all on the same system
 - The primary reason is to enhance security and share information safely
 - This is a GDPR requirement
- Gift Aid organisers will be allocated a Diocesan @abdiocese.org.uk address
- The email address will be generic eg ga.burgesshill@abdiocese.org.uk
- Parish secretaries (if you have one), otherwise the parish priest or another volunteer will give access to the new system
- When you Log-on you will use two factor authentication (2FA)
 - Securing your user account with passcode by text
 - No one can access your emails and files without your phone
- Training will be provided via a document and guidance video on our website and queries can be sent to E: itmanager@abdiocese.org.uk

DIOCESAN EMAIL NETWORK



- After **1 January 2022** we will no longer send information to private email addresses
- We will only use @abdiocese.org.uk email addresses for parishes, clergy and key volunteers
- Requests for additional parish email addresses such as hallbookings.burgesshill@abdiocese.org.uk will be considered in the new year, as the initial roll out takes priority

CYBER SECURITY



- Cyber crime is escalating and gaining sophistication
 - Beware of phishing scams
 - The Diocese will never email you asking you to change password or enter username and password
 - We will never give out passwords by email
- Spoof accounts and email requests for financial transfers – be suspicious, pick up the phone
- Viruses – If in doubt, stop and delete:
 - Don't click on any links or open any attachments
- Hacking
 - Contact Ian E: itmanager@abdiocese.org.uk if you are worried



THE CATHOLIC DIOCESE OF
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2022 FORUM
SATURDAY 29 OCTOBER
VIRTUAL EVENT



QUESTIONS?...