



THE CATHOLIC DIOCESE OF  
ARUNDEL & BRIGHTON

# HEALTH & SAFETY 2023

Bishop Richard will open our Forum at 10am

# 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

# AGENDA & INTRODUCTIONS

**Fr Jonathan How Chair of HS Committee:** HS Progress

**Sarah Kilmartin COO:** Insurance

**Gareth Zaver Property Manager:** Fire Risk Assessments

**Claire Johnson HS Officer:** Emergency Planning

**Nicki Worley HS Competent Person:** PAT Testing

*Pause for questions - please participate using Q&A*

**Amanda Jones Residential & Facilities:** Preparing for Winter

**Fr Jonathan & Gareth:** Property items:

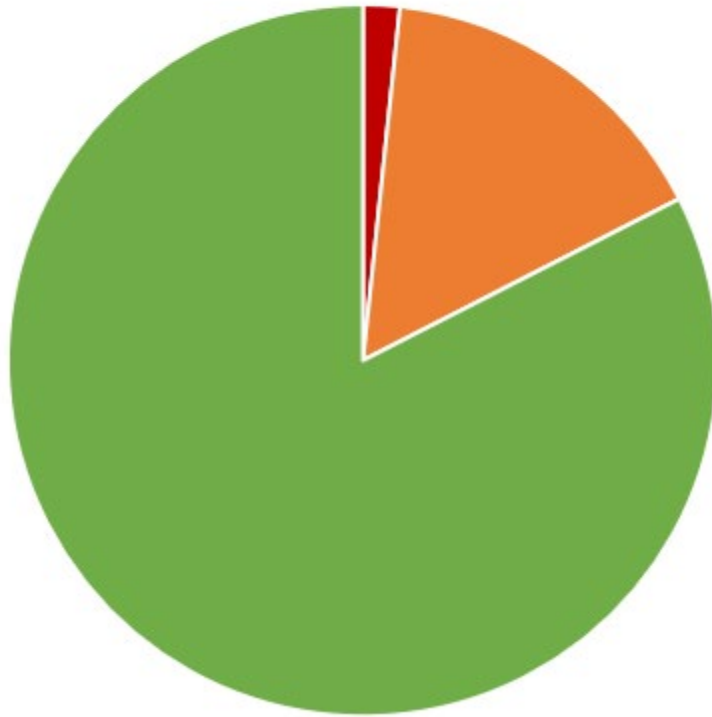
- DFC Property approvals pathway
- RAAC
- Renting out the Presbytery

**Sarah:** Volunteer emails

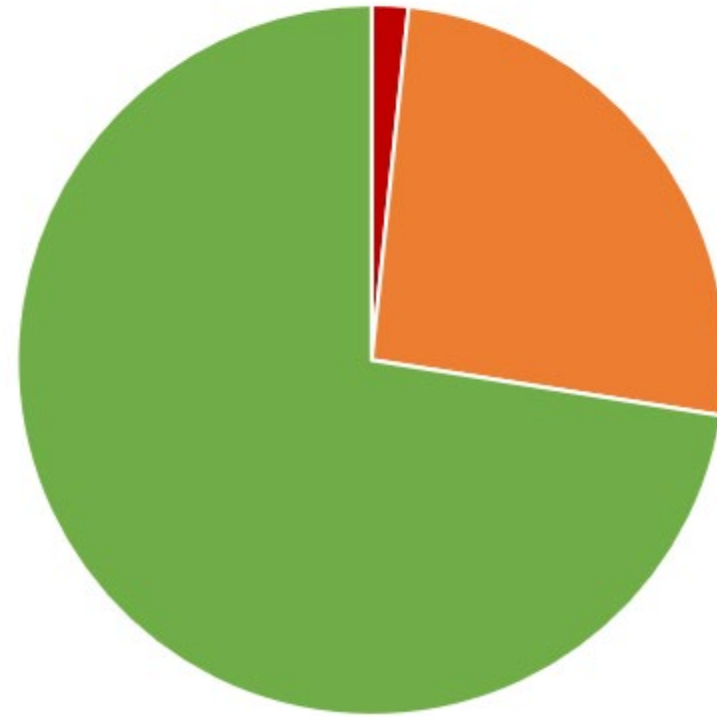
*Discussion Forum – Please participate using Q&A*

# HEALTH & SAFETY PROGRESS

October 2023



October 2022



Excellent



Mediocre



Poor



# INSURANCE



- Our property insurance is provided by The Catholic National Mutual Limited which is owned by the Dioceses
- Our cost of insurance increased at renewal by 7.6% overall
  - Repairs costs hit by maintenance
  - Steep increase in claims relating to escape of water
    - A normal year is 66 national claims for water costing £390k
    - In one month (Dec 22) 97 claims were received costing £2.6m
- Premiums increased for the first time since 2006
- Insurers are emphasising **risk management** guidance to help avoid claims – eg letting a tap trickle during cold snap

# CONDITIONS OF INSURANCE



- Fire Risk Assessment must be undertaken at least every 5 years, be reviewed annually and all recommended actions must be completed as per any action plan.
- Contractor competence and insurance for dangerous works.
- Maintenance requirements: gutters and flat roofs
- Electrical installations must be inspected and certified by a qualified electrical engineer.

# FIRE RISK ASSESSMENT



- Growing expectation that FRAs will be performed by qualified professionals
- Decision by HS subcommittee to Trustees to **cease asking parish volunteers to undertake FRA** using the task questionnaire in SafetyToolbox
- Property team has been tasked with engaging a professional partner to undertake this for us
- Each parish must have an external FRA every five years
  - Similar to the requirement that electrical installations are inspected and certified by a qualified electrical engineer every five years
- The parish will do an annual review of the FRA
  - This asks whether there is any material change to the buildings or how they are used

# WORKNEST: OUR PARTNER

- Partners with Catholic Insurance Services to engage with Dioceses – they are familiar with the Church
- Central team will provide WorkNest with contact details for parishes that are due for a 5 yearly external FRA
- WorkNest will contact parishes to book the visit – this includes hall and presbytery
- FRA Report is shared with the parish and uploaded to SafetyToolbox by Claire
- Claire will create subtasks for the parish to address if remedial actions are identified
- The cost depends on the size of the site and ranges from £500 to £1,500
- The parish is responsible for this cost, the applicable tariff will be confirmed during booking and visit process, and will be collected in arrears by the Diocese





# FRA – WHAT DO YOU NEED TO DO NOW?

- If you have a current third-party professional Fire Risk Assessment
  - Your WorkNest FRA will then take place at the expiry of your current FRA
  - The new annual review of FRA questionnaire will now be activated so that you can confirm that the FRA is still current
- Please contact Claire if you have an external FRA not previously notified to her – Claire needs the report to generate the action points generated and to schedule your WorkNest visit at the 5-year anniversary
- Otherwise await contact from WorkNest, which will commence before year end
- We estimate that it will take 18 months for all eligible parishes to be visited

A photograph of a group of people, primarily older adults, with a warm, orange-toned overlay. In the foreground, an elderly man with white hair and a mustache is looking slightly to his left. To his right, a woman with long dark hair and glasses is smiling. In the background, another elderly woman with white hair is visible. The text 'QUESTIONS?...' is centered over the image in a white, serif font.

QUESTIONS?...

# EMERGENCY PLANNING



- A new task will be added to help us make sure that we have an actionable plan for all our buildings if there is an emergency
- The questionnaire will be an annual task with very high priority
- Accidents and Emergencies Church Site checklist:
  - Working through the questions creates a downloadable Emergency Action Plan for each building
  - This can be printed and displayed
  - We are adding this now and it will be amber for 2 months before it turns red

# ACCIDENTS & EMERGENCIES CHECKLIST



First Aid and Accident Reporting  
Arrangements



The Emergency Fire Plan

- First Aid and Accident arrangements
  - What First Aid resources are available and where
  - Arrangements for reporting accidents
- What to do in case of fire
  - Raising the alarm
  - Calling the Fire Brigade
  - Evacuate to an assembly point
  - Firefighting equipment
  - Role of fire marshals

*The template will be revised when required for legislative changes e.g. when the Government finalises the Protect Duty requirements for churches next year (anti-terrorism)*



# HELPFUL RESOURCES

## Fire Marshal Training

*Last updated at 25/10/2023*

Fire marshals play a critical role in maintaining a safe and secure environment with the church community. They are an extra set of eyes and ears to be vigilant to fire safety dangers and prevent fires from starting. In the event of fire, emergency evacuation procedures rely on fire marshals, encouraging people to recognise the danger and evacuate safely.

This training is designed specifically for parish fire marshals and covers the following:

- The role of parish fire marshals and why they are so important.
- Common fire hazards in parishes including hazards that can start a fire and hazards that can prevent people from escaping in the event of fire.
- A fire scenario in a catholic church to reinforce the impact of common fire deficiencies in parishes and demonstrate the importance of emergency planning.
- Review of handheld fire extinguishers, how and when to use them.

**Training video and quiz coming soon and available to all parishes**

# USEFUL RESOURCES



- Preparing an Emergency Fire Plan
- **SafetyToolbox Guide available in the Resources Area**

# PREPARING FOR WINTER



## Winter hazards include:

- Water ingress
  - Gutter clearing and flat roof inspection is required
  - Insurer recommends leaving a tap trickling during extreme cold weather
- Slips & trips
  - Regular inspection of premises for visual hazards and factors such as adequacy of lighting

### Premises Inspection Checklist (Short)

↑↑ ↻ 8w Not Started

- Ice and Snow procedures task

### Ice and Snow Procedures

↑↑ ↻ 1y

# 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
- Upload evidence to the tasks:

Gutter Maintenance

↑ ↻ 1y Not Started

Flat Roof Checks

↑ ↻ 3y Not Started



# CHECKLISTS TO HELP YOU

These can be found in the **SafetyToolbox Resources** area:

[Building and Maintenance Work](#) / [Template](#) / [Flat Roof & Gutter Inspecti...](#)

## Flat Roof & Gutter Inspection Checklist

Maintaining flat roofs, gutters and downpipes is an important routine maintenance task. High level gutter cleaning requiring the use of work at height equipment should be carried out by competent people only and should **not** be carried out by clergy or volunteers..

Low level cleaning using either a ladder-less cleaning system or portable ladders may be possible using parish personnel. However, you should make sure you have considered the potential dangers associated with the work and planned a safe working method, briefed to those involved.

[Building and Maintenance Work](#) / [Template](#) / [Low Level Gutter Cleaning C...](#)

## Low Level Gutter Cleaning Checklist

Keeping gutters and downpipes clear is an important routine maintenance task. High level gutter cleaning requiring the use of work at height equipment should be carried out by competent people only. Low level cleaning using either a ladder-less cleaning system or portable ladders may be possible using parish personnel. However, you should make sure you have considered the potential dangers associated with the work and planned a safe working method, briefed to those involved.

This checklist highlights the dangers to consider and helps you to prepare a briefing sheet for the members of the gutter cleaning team.

# 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 – especially for heavily used items such as kettle/urn
- Be vigilant when using appliances – check the condition of plugs and wiring

## ***Contractor checks***

- **2-year 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** (stationary appliances e.g. fridge, washing machine, AV system) – PAT record (static appliances)

**Consider annual contractor testing if equipment is very heavily used e.g. fans and heaters used daily in a parish pre-school**

# PROPERTY APPROVALS OVERVIEW

**Projects up to £7,500 are approved locally by the parish priest (after consulting team)**

- Do contractor due diligence
- Get comparative pricing

**Over £7,500 – talk to us!**

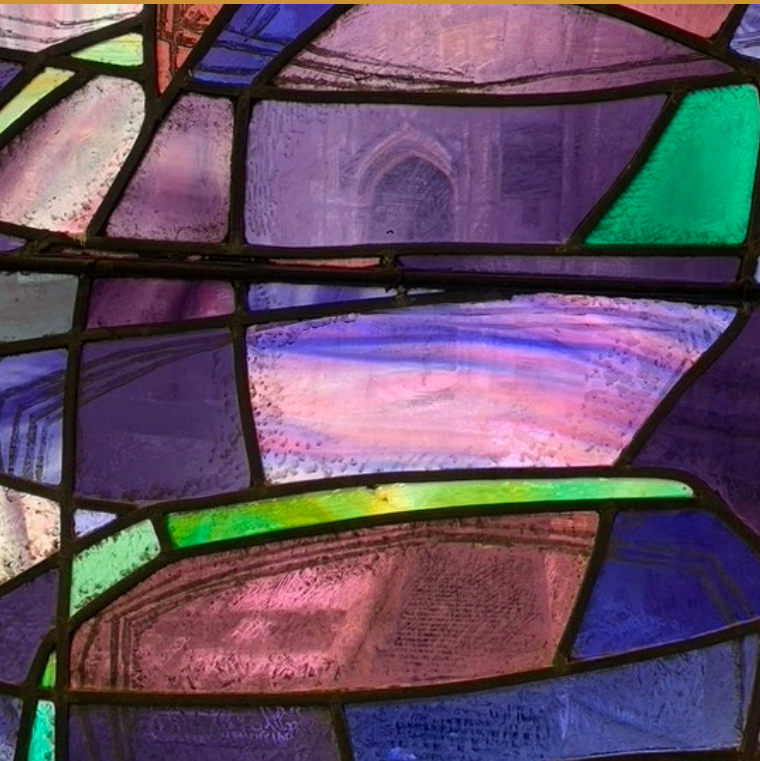
- Use the one-page form:  
[www.abdiocese.org.uk/administration-finance/property-projects](http://www.abdiocese.org.uk/administration-finance/property-projects)
- Approval up to £20,00 is often by return via Chairs Action

**Larger projects require a professional team and full DFC**

- Use the same form
- We will recommend professionals to form the team that will support the parish to make sure the works are done properly under the right contract



# RAAC



## **Reinforced Autoclaved Aerated Concrete (RAAC)**

- Mainly in buildings from 1950s to 2000
  - Found in flat roofs and some flooring and walls
  - Lightweight concrete with a limited shelf life
  - Damaged by water ingress there is a risk of sudden collapse
- 
- Please contact us if you think your buildings may have RAAC – do not ignore the situation
  - A specialist survey will be required to identify RAAC, record its condition and advise if remedial action is needed
  - We can recommend professionals to do this work



# PRESBYTERY RENTALS



## Consider:

- Proximity to church and any potential impact on parish
- Safeguarding if linked to a school
- Sometimes works are needed to establish a separate building by sealing off a thoroughfare to the church etc.
- Check that all rental properties meet fire standards (**Landlords Domestic Property Set Up Checklist**)

# PRESBYTERY RENTALS

- Letting to refugees is encouraged
- In all cases a *heads of terms* proforma is used to collate instructions for our legal team
- Our legal team draft the tenancy agreement, which is signed by Diocesan trustees
- Documentation on energy efficiency and safety is required: the property team will work with the parish to collate this
- Reform of housing market is expected
  - *expect evictions to become more difficult and impossible without a correct legal tenancy – no exceptions to using our own solicitors*

# DIOCESAN EMAIL UPDATE

**The volunteer email project is now being finalised.** Eligible volunteers will hear from our IT Manager Ian O'Sullivan with the following:

- An email with instructions how to set up your volunteer 365 email account via office.com
- A text from RCDAB with the password for your email account

You will only get this if we have your personal email address and mobile number (from your parish secretary or Parish Priest)

- If you do not receive this email and text by **Monday 5 November** contact E: [cooea@abdiocese.org.uk](mailto:cooea@abdiocese.org.uk) as this means we do not have your information.
- Let Maggie know your name, personal email address, mobile number, parish and role and we will set you up. Please don't contact Ian directly.

***Cyber attacks: Please continue to be very suspicious of unexpected email requests, especially "your account is expiring, update your details now"***



QUESTIONS?...





THE CATHOLIC DIOCESE OF  
ARUNDEL & BRIGHTON

**2024 Forum**  
**SATURDAY 9 NOVEMBER**  
**Virtual Event**

[www.abdiocese.org.uk](http://www.abdiocese.org.uk)