Health and Safety Policy

General Policy Statement

The Finance Committee of Tourlestrane/Kilmactigue Parish, Diocese of Achonry , is committed to protecting the safety, health and welfare of all its clergy, employees, voluntary workers, parishioners and visitors to parish properties insofar as is reasonably practicable, by compliance with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare at Work (General Application) Regulations 2007, the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2010, as well as all other relevant statutory provisions and Codes of Practice.

The parish properties embraced by this safety statement are St Attracta's church, Tourlestrane: Our Lady of the Rosary church, Kilmactigue: Church of the sacred Heart, Lough Talt; Kilmactigue Old School, Kilmactigue: Banada Community Centre,Banada : Old Presbytery House, Tourlestrane: Curate's House, Kilmactigue: The Presbytery, Tourlestrane: Handball alley, Kilmactigue.

The Parish Finance Committee will determine and maintain appropriate policies on safety, and welfare for all parish activities both in and outside the parish properties. In order to fulfil this commitment the Parish Finance Committee will identify and evaluate, and then eliminate or reduce all hazards to which its clergy, employees, voluntary workers, parishioners and visitors may be exposed.

The Parish Finance Committee will follow the under noted policies to identify and control risks:

1. Carry out a safety inspection of all parish properties at least annually, and identify any hazards that might expose any user to risks of injury or property damage.

2. Implement a programme of risk assessment and reduction, to eliminate or reduce the risks identified during these inspections.

3. Provide and maintain safe methods of access and egress from the properties for all users having regard to statutory requirements.

4. Provide as far as is reasonable, resources of time, personnel, training and finance necessary to support the safety standards adopted in the safety policy of the parish, and encourage and integrate a climate of safety and health into all parish activities.

5. Consider the special risks that may arise during parish events, fetes and concerts, and address the safety issues in advance of the event.

6. Review the safety statement each year in (*month*) to repeat the safety inspection, up date the policy, and take into account any changes in parish activities or premises.

7. Consult with clergy, parishioners, employees, voluntary workers and parish and diocesan committees on safety and health and organisational matters.

8. Make copies of the parish safety policy available to parish committees, parishioners, clergy and any other persons who are entitled to see it.

9. If deemed necessary, to appoint a parish safety officer and/or obtain competent outside advice on health and safety matters.

This statement was discussed and approved by the Parish Finance Committee ……*Date*……

Signed:

Parish Priest

ANNUAL SAFETY AUDIT

A safety audit will be carried out at least annually, and more frequently when deemed necessary, of all parish property, grounds and boundaries and other property for which the parish holds responsibility. The audit will identify potential hazards, state how they may be eliminated or reduced to an acceptable level and to record the findings in a hazard identification sheet.

- The parish properties and lands will be inspected each year in (month) to identify the hazards in
  the perimeter, entrances and approaches

  any parish lands

  the buildings and services of any parish properties
- The safety audit will consider the parish activities, whether in or outside of the parish, or while travelling to parish organised events or activities, identify the hazards that may arise and record them in a hazard identification sheet.
- Fire Safety Planning
  Extinguishers will be installed where necessary and serviced at least annually.

  Emergency evacuation procedures will be decided, clearly documented, and published.

  All emergency exits will be checked and clearly marked.

  Access to exits will not be blocked or obstructed.
- All heaters, cooking and kitchen equipment, and fixed heating and electrical installations will be checked annually and serviced where necessary.
- All ground maintenance and cleaning tools, equipment and ladders will be checked and serviced annually.
- Surfaces with a potential for trips and falls such as broken steps, uneven surfaces, loose floor coverings, staircases, floors, and pathways will be examined.
- Graveyards, pathways, driveways, headstones, trees and grounds will be examined.
- Safety training needs, if appropriate, will be determined.
- Determine what personal protective clothing and equipment is necessary for the safer performance of employee duties.

ANNUAL SAFETY AUDIT REPORT

A written record of this safety audit will be

prepared by the person(s) inspecting,

submitted to the attention of the Parish Finance committee

and

a permanent record kept within the parish safety policy file

The safety audit report will include details of the following:

Premises and locations inspected.

Date of inspection.

Details of who carried out the inspection.

Hazards identified and their risk of injury.

Remedial action(s) to be taken.

The report will be signed by the person(s) who undertook the inspection and counter signed by the chairperson of the Parish Finance committee

A copy of the latest safety audit report is attached to this policy as Appendix A.

RESPONSIBILITIES

The Parish Finance Committee is responsible for compiling, approving and maintaining the safety policy of the parish, and is also responsible for ensuring that all clergy, employees, voluntary workers, parishioners and visitors are informed of, and adhere to it.

The Parish Finance Committee may, if they wish, appoint a **parish safety officer, or sub committee (The Risk Committee)** to carry out the safety audits and to monitor compliance with the agreed safety policy on a day to day basis.

The safety officer for this parish is:

(*name, address and tel no. of safety officer if one is appointed*)

The Sub committee (The Risk Committee) is as follows.

DUTIES OF THE Parish Finance Committee

The Parish Finance Committee and (if appointed) the parish safety officer, or parish Finance sub committee (The Risk Committee) have the following duties:

To ensure, as far as possible, that the provisions of the parish safety statement are observed on a day to day basis.

To ensure that the Safety Statement is brought to the attention of all clergy, employees, voluntary workers, parishioners, visitors and contractors and ensure that they act in such a way that their actions do not put either themselves or others in danger.

To ensure that the Safety Statement is revised at least annually, and whenever necessary to reflect changes and developments in parish properties or activities.

To organise and document the safety audit each year.

To ensure that appropriate supervision is in place to monitor and control the parish activities and events.

To establish an emergency evacuation procedure, ensure that all escape routes are properly marked, that access to emergency exits is not obstructed, and that assembly points are clearly marked.

To ensure that all employees and voluntary workers are given safety training appropriate to the risks to which they are exposed.

To investigate all accidents or near accidents, to clergy, employees, voluntary workers, parishioners, visitors and contractors. Record the circumstances and plan to avoid a recurrence.

To ensure that the safety matters arising from parish events, fetes and concerts are considered and addressed before the event takes place.

DUTIES OF EMPLOYEES AND OTHERS

Employees, clergy, voluntary workers, parishioners, visitors and contractors are required to co-operate and assist fully in the observance of, and compliance with, the commitments in the parish safety policy.

All parishioners and users have a duty to report any perceived hazard or dangerous practice to the Parish Finance Committee or safety officer or Parish Finance sub committee. (The Risk Committee)

Employees and others are reminded of their own obligations under the Act to preserve their own safety and that of other parish users and visitors.

Employees are entitled under the Act to appoint if they wish, a safety representative to co ordinate their views on safety matters, and to represent the other employees in any safety related discussions with the Parish Finance Committee

CONSTRUCTION, MAINTENANCE AND REPAIR WORK.

The Parish Finance Committee recognises that particular hazards may occur when work of this nature is being carried out at parish premises. General and overall responsibility for regulating persons who undertake such work, whether contractor or direct employee, remains with the Parish Finance Committee.

When engaging any **contractor** to carry out work the Parish Finance committee will -

- Bring the requirements of this safety statement, insofar as it affects them, to the attention of the contractor.
- Ensure that the contractor is aware that he is required to comply with the parish safety statement, and must do nothing that will compromise or oppose the parish safety rules and evacuation procedures.
- Advise the contractor of any special hazards or features at the premises that might endanger his health or safety or that of his employees.
- Require the contractor to submit a copy of his site safety plan before any work starts. The contractor must prepare this in compliance with the Safety, Health and Welfare at Work (Construction) (Amendment) Regulations 2010. It must deal specifically with the work in hand, site access and exit, fencing and security of the work site and any other matter that is required to recognise the shared nature of the premises during the work.
- It is essential that when Parishes enter into agreements that they fully understand the legal implications in order to protect the assets of the Parish from a fortuitous loss which, but for the agreement would not otherwise have fallen to be dealt with by the Parish. (Hold harmless agreements)

When engaging any **employee** to carry out work the Parish Finance Committee will –

- Bring the requirements of this safety statement to the attention of the employee.
- Ensure that the employee is aware that he is required to comply with the parish safety statement, and must do nothing that will compromise or oppose the parish safety rules and evacuation procedures.

- Advise the employee of any special hazards or features at the premises, or in the work that he is required to do that might endanger his health or safety or that of other parish users or members of the public.
- Ensure that the employee has adequate training to enable him to perform the work, particularly where the work involves the use of ladders.
- Ensure that adequate protective clothing and equipment is provided and worn.
- Ensure that any equipment, ladders, machinery, and materials are in good condition and suitable for the work involved.

OTHER PARISH POLICIES

The Parish Finance committee and the parish also maintain policies and procedures relating to

- Child Protection and Safeguarding Policy – working safely with children
- Critical Incident Policy
- Lone Worker policy
- Smoke free policy
- Dignity at work and anti Bullying policy
- Road Safety protocol
- Policy and procedures in relation to visitors and contractors
- Church security plan

Details of these policies may be obtained from the Parish Finance Committee on request.

Parish Finance Sub Committee(Health & Safety) called The Risk Committee

Accident Reporting and Investigating

Introduction

An Accident is "any unexpected, unforeseen or unplanned occurrences that interrupts or interferes with orderly progression of an activity"

A dangerous occurrence is " an occurrence which occurs at the place of work as specified in Schedule Twelve of the Safety, Health and Welfare at Work (General application) Regulations 1993

Notification of Accidents and Dangerous Occurrences

All accidents and dangerous occurrences will be notifiable under Regulation 59 of SI No.44 1993 to the Health and Safety Authority on the Accident Report Form IR1, and Dangerous Occurrences Form IR3 respectively. As a summary of Regulation 59 of SI No. 44 1993 the following accidents or incidents are reportable as above.

- If due to any injury received at work a person dies or is prevented from performing his normal work for more than three days (excluding the the day of the accident but including and holyday or weekend)
- Any other person who is not at work but as a result of an accident related to a place of work or work activity dies or receives an injury resulting in that person requiring medical treatment (ie, injury to a member of the public or other contractor or sub contractor)
- A dangerous occurrence as defined in the twelfth Schedule of SI No.44 1993. Accident/Incident

Accident Investigation: Remember that the object of the accident investigation is to examine the conditions which led to the accident and to decide what follow up is necessary to prevent a repetition. It is also conducted to provide adequate information for a defence in a civil action for damage against the Bishop, The Parish, a priest or staff member. The Finance Council must ensure that they are thorough "on the spot" investigations of all accidents and dangerous occurrences, not merely those that are reportable to the authorities. The services of a competent person will be engaged, if required. The investigation should be held immediately, even if the person injured has to make a contribution later and a full report made.

Accident Report Forms
A copy of the approved parish accident/incident reporting form should be included in this section of the safety Statement.

Hazard Identification and Risk Assessment

The hazard identification/risk assessment process along with application of control measures are the key elements in a Safety Statement

It is essential that the hazards and risks that one might reasonably expect to find in a church are covered and addressed in a Safety Statement. (see safety audit checklist below.)

This risk assessment should be site specific to each individual building and should identify any hazards presenting a significant risk.

Staff should be made aware of the content and location of all relevant risk assessments.

A list of relevant Legislation will be found by accessing the Health and Safety Authority and other websites. These would include –

A safety audit checklist within a church setting would normally include the following list.

- Fire Safety
- Public safety and signage
- Ground safety, including carparking, trees, access and walkways
- Disability access/ provision
- Electrical and gas safety
- Furniture and fittings
- Lighting
- Housekeeping procedures
- Display screen Equipment
- Use of personal Protective Equipment (PPE)
- Procedures when contractors are on site including having their own Safety Statement and Public and Employer's liability Insurance
- Tools and equipment
- Manual handling
- Fall from height

- Bell ringing
- Glazing
- Security and safeguarding
- Welfare and sanitation
- Graves. Headstones, monuments
- Documentation
- Storage of materials and particularly hazardous substances
- Specialist rooms/areas
- Working alone
- Preparation of food
- Violence
- Event management.

Parish Risk Management Checklist – Church

Church Building

1. Is the structure in good condition and free from falling debris or objects? Section 1.13
2. Are external Statues and/or carvings in good condition (important to check they are free from potential falling debris)? Section 1.13
3. Is the roof missing any slates (inspection from ground)? Section 1.13
4. Has the roof been inspected by a contractor in last 5 years ? Section 4.0
5. Are all stairways in good condition? Section 1.12
6. Do all stairways (wider than 1.5 meters) have handrails? Section 1.12
7. Does the top step in each set of stairs have clearly defined nosing? Section 1.12
8. Is there safe access to galleries and is the access in good condition? Section 4.4
9. Is the gallery in good condition and free from slip and trip hazards? Section 4.4
10. Is the rail at the front of the gallery at least 1.2 meters high? Section 4.4
11. Are the floors in good condition and free from slip and trip hazards? Sections 1.12 and 4.4
12. Are the ramps/slopes in good condition and free from slip and trip hazards? Sections 1.12
13. Are water tanks and pipes insulated? Section 4.3

External Grounds

1. Are grounds in good condition and free from slip and trip hazards? Section1.12, 1.13. 1.17, 4.2, and 9.3
2. Is external lighting adequate to illuminate the grounds? Section 7.0
3. Are graveyards In good condition and free from slip and trip hazards? Section 3.0
4. Car parks
   - A Are they in good condition and free from slip and trip hazards? Sections 1.12; 9.3.
   - B Is the lighting adequate? Section 1.12 and 7.0
   - C Is the car park lined for parking spaces? Section 1.16
   - D Is there a disclaimer in the car park? Section 1.16

5 Have overhanging trees been inspected in the last three years? Sections 4.2;6.1; and 7.1

Fire Risk

1 Is there a fire Safety plan in place? Section 5.0

2 Fire Alarm
   - A Is there a fire alarm in place? Sections 5.3 and 5.4
   - B Is the fire alarm serviced annually? Section 5.4
   - C Is the fire Alarm centrally monitored? Section 5.4

3 Fire Extinguishers/Equipment
   - A Are there fire extinguishers in place? Section 5.0
   - B Are the fire extinguishers serviced yearly? Section 5.0
   - C Are fire hydrants available and visible? Section 5.0

4 Is there emergency lighting? Section 5.0 and 6.3

5 Are the candles, candle sticks and candle trays located in a fire safe area? Section 5.8

6 Lightning Protection

A Is lightning protection in place and in good condition? Section 9.4

B Does Lightning Protection have a service contract. Section 9.4

7 Boiler House

A Is the boiler serviced annually? Section 5.9

B Is there an automatic fire extinguisher in place? Section 5.9

C Is the boiler house free from combustible and flammable materials? Section5.9 and 5.10

D Is there a fusible wire link/gas leak detection in place?. Section 5.9

8 Oil/ Gas tank

A Is the oil/ gas tank protected with a cage or other secure protection? Sections 4.3 and 6.3

B Is the oil tank located in a bund to stop oil from leaking onto your property? Section 6.3

C Does the oil/gas tank have a sensor or alarm to detect unauthorised access? Section 6.3

9 Condition of Electrical Installation; Section 5.6

Security

1 Physical Security (windows, locks on doors) Sections 5.2; 6.4; 7.1

A Are external doors solid timber or steel and secured with 5 lever mortise locks or equivalent?

B Are accessible windows fitted with key window locks? Section 7.2

C Are skylights secure Section 7.1 and 7.2

2 Security Alarm

A Is the a security alarm in place . Sections 6.4 and 7.0

B Is the security alarm serviced yearly? Section 6.4 and 7.0

C Is the security alarm centrally monitored? Section 7.0

3 Is there CCTV installed? Section 7.0

4 Do you have cash handling arrangements in place? Section 8.0

5 Are there any signs of vandalism? Section 6.4 and 7.0

Policies and Procedures

1 Do you have a safety Statement? Section 1.0

2 Do you have a control of Contractors procedure? Section 5.10 and 9.1

3 Have your staff been adequately trained? Section 5.11 and 9.1

4 Have your staff been supplied with suitable equipment and protective wear? Section 1.5 and 4.6.4

5 Have you carried out a risk assessment of staff activities? Sections 1.0;3,1; 4.0 and 12.0

6 Do you have any TUS workers? Section 1.8

7 Do you have an Outsiders users procedure? Section 2.0

8 Have you established a risk committee? Section 1.4

9 Do you have a procedure/protocol regarding property during icy conditions? Section9.3
10 Is there a First Aid box and policy in place? Section 11.0
11 Do you have a recording procedure for accidents/incidences? Section 10.0
12 Has any been assigned responsibility for equipment? Section 11.0
13 Do you have working alone procedures? Section 1.10

Parish Risk Management Checklist --- Ancillary Buildings

Building

1 Is the structure in good condition and free from falling debris or objects? Section 1.13
2 Are external Statues and/or carvings in good condition (important to check they are free from potential falling debris)? Section 1.13
3 Is the roof missing any slates (inspection from ground)? Section 1.13
4 Has the roof been inspected by a contractor in last 5 years ? Section 4.0
5 Are all stairways in good condition? Section 1.12
6 Do all stairways (wider than 1.5 meters) have handrails? Section 1.12
7 Does the top step in each set of stairs have clearly defined nosing? Section 1.12

8 Are the floors in good condition and free from slip and trip hazards? Sections 1.12 and 4.4
9 Are the ramps/slopes in good condition and free from slip and trip hazards? Sections 1.12
10 Are water tanks and pipes insulated? Section 4.3

External Grounds

1 Are grounds in good condition and free from slip and trip hazards? Section1.12, 1.13. 1.17, 4.2, and 9.3
2 Is external lighting adequate to illuminate the grounds? Section 7.0
3 Car parks
   A Are they in good condition and free from slip and trip hazards? Sections 1.12; 9.3.
   B Is the lighting adequate? Section 1.12 and 7.0
   C Is the car park lined for parking spaces? Section 1.16
   D Is there a disclaimer in the car park? Section 1.16
4 Have overhanging trees been inspected in the last three years? Sections 4.2;6.1; and 7.1

Fire Risk

1 Is there a fire Safety plan in place? Section 5.0
2 Fire Alarm
   A Is there a fire alarm in place? Sections 5.3 and 5.4
   B Is the fire alarm serviced annually? Section 5.4
   C Is the fire Alarm centrally monitored? Section 5.4
3 Fire Extinguishers/Equipment
   A Are there fire extinguishers in place? Section 5.0
   B Are the fire extinguishers serviced yearly? Section 5.0
   C Are fire hydrants available and visible? Section 5.0
4 Is there emergency lighting? Section 5.0 and 6.3
5 Are the candles, candle sticks and candle trays located in a fire safe area? Section 5.8
6 Lightning Protection
   A Is lightning protection in place and in good condition? Section 9.4
   B Does Lightning Protection have a service contract. Section 9.4
7 Boiler House

A Is the boiler serviced annually? Section 5.9

B Is there an automatic fire extinguisher in place? Section 5.9

C Is the boiler house free from combustible and flammable materials? Section5.9 and 5.10

D Is there a fusible wire link/gas leak detection in place?. Section 5.9

8 Oil/ Gas tank

A Is the oil/ gas tank protected with a cage or other secure protection? Sections 4.3 and 6.3

B Is the oil tank located in a bund to stop oil from leaking onto your property? Section 6.3

C Does the oil/gas tank have a sensor or alarm to detect unauthorised access? Section 6.3

9 Condition of Electrical Installation

Security

1 Physical Security (windows, locks on doors) Sections 5.2; 6.4; 7.1

A Are external doors solid timber or steel and secured with 5 lever mortise locks or equivalent?

B Are accessible windows fitted with key window locks? Section 7.2

C Are skylights secure Section 7.1 and 7.2

2 Security Alarm

A Is the a security alarm in place . Sections 6.4 and 7.0

B Is the security alarm serviced yearly? Section 6.4 and 7.0

C Is the security alarm centrally monitored? Section 7.0

3 Is there CCTV installed? Section 7.0

4 Are there any signs of vandalism? Section 6.4 and 7.0