Southwell Cathedral

HEALTH AND SAFETY POLICY

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1. Policy statement

Southwell Cathedral is committed to providing, so far as is reasonably practicable, a safe and healthy environment for employees, volunteers, contractors, visitors and members of the public who may be affected by its activities.

The Cathedral will ensure that adequate resources are provided to implement this policy and associated arrangements. This policy will be reviewed annually, or sooner where there are changes in legislation, working practices or other relevant circumstances.

The Cathedral complies with the Health and Safety (Information for Employees) Regulations by displaying approved posters/notices in appropriate working areas of Cathedral properties.

2. Definitions

Employees: Individuals employed by the Cathedral and in receipt of a salary; the Dean; Residentiary Canons.

Volunteers: Individuals who freely give their time and skills and who are not in receipt of payment.

Contractors: Individuals or organisations engaged to work within Cathedral buildings or grounds, including those employed by external organisations or self-employed.

Tenants: Individuals or organisations occupying any part of the Cathedral's buildings through a formal agreement with the Cathedral.

Acronyms

COSHH: Control of Substances Hazardous to Health.

DSE: Display Screen Equipment Regulations.

LOLER: Lifting Operations and Lifting Equipment Regulations.

PPE: personal protective equipment

PUWER: Provision and Use of Work Equipment Regulations.

RIDDOR: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

TILE: Task, Individual, Load, Environment – factors considered in manual handling assessments.

3. Purpose and scope

This policy sets out the governance, responsibilities and arrangements by which Southwell Cathedral manages health, safety and welfare.

All employees, volunteers, contractors and tenants are expected to accept their responsibility to work safely, use any relevant safety equipment provided, adhere to safety rules, and generally assist in maintaining safe and healthy working conditions while on Cathedral premises or engaged in Cathedral activities.

The Cathedral will do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone, including the public, from foreseeable hazards.

In particular the Cathedral has a responsibility to:

- Provide and maintain safe and healthy working conditions, taking account of any statutory requirements.
- Provide training and instruction to enable employees to perform their work safely and efficiently.
- Make available all necessary safety devices and protective equipment.
- Maintain a constant and continuing interest in health and safety matters applicable to the Cathedral's activities, in particular by consulting and involving employees wherever possible.

Employees, volunteers and contractors have a duty to cooperate in the operation of this policy:

- By working safely and efficiently.
- By using any protective equipment provided.
- By reporting any incident that has led or may lead to injury or damage.
- By adhering to the Cathedral's procedures for securing a safe workplace.
- By assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.

4. Governance

Cathedral Chapter

The Cathedral Chapter:

- Has ultimate responsibility for health and safety across all Cathedral activities.
- Reviews the policy annually, or sooner where circumstances require.
- Allocates adequate resources (time, finance and personnel) to enable effective implementation.
- Provides a regular senior-level forum for health and safety matters.
- Appoints a Competent Person to advise on health and safety.

Appointed Person

The Chief Operating Officer (COO) is the Appointed Person for health and safety within the Cathedral. The COO has a responsibility to support the Chapter in the implementation of this policy and ensure that support is provided for:

- Contributing to a regular forum for discussion of health and safety at senior management level.
- Implementing the safety management system in all aspects of the Cathedral.

- Ensuring that all staff carry out their health and safety responsibilities within their area of responsibility.
- Ensuring the Cathedral adheres to all relevant health and safety legislation.
- Ensuring staff receive adequate training in health and safety.
- Ensuring that staff understand the requirement for inspecting plant and equipment as specified by manufacturers' instructions and Cathedral procedures.
- Stopping any operation or system of work where there is a significant risk to employees or others who may be affected.
- Ensuring line managers, employees and volunteers understand their health and safety responsibilities.
- Ensuring safety consultation meetings are undertaken periodically.

Competent Person

The Cathedral retains the services of a competent Health & Safety Advisor. The Health and Safety Advisor provides a retained service consisting of monthly office visits and will:

- Assess the Cathedral's compliance with current legislation and advise accordingly.
- Advise on changes to health and safety legislation and good practice.
- Give practical assistance with the implementation of the health and safety management system, including the maintenance of the risk register and undertaking risk assessments as required.
- Undertake regular inspections of the workplace and compile reports for the Senior Management Team.

Health & Safety Committee

A system of joint consultation with employees is maintained to ensure continuous improvement and promote good health and safety practices. This is enabled through the Cathedral's Health & Safety Committee, which meets periodically.

The Health & Safety Committee comprises the Appointed Person, the Competent Person, and employees appointed by the Appointed Person.

The purpose of the Committee is to provide a forum for formal consultation with employees. It will discuss issues that may affect health, safety and welfare at work, to invite feedback and to facilitate open discussion concerning these issues. The Committee will also review accident/incident statistics, investigations and analyse trends.

The Health & Safety Committee will review this policy and the way it has operated annually.

5. Responsibilities by area

Core operations and visitor safety

- **Cathedral Operations Manager**: Leads health and safety for public-facing areas, including the Cathedral, Shop, Refectory and visitor spaces.
    - **Refectory Manager**: Day-to-day café safety, including food hygiene and staff welfare.
    - **Shop Manager**: Day-to-day shop safety, including customer safety and stock handling.
    - **Senior Vergers and Vergers**: Daily safety checks, event support and hazard reporting.

Buildings and estate

- **Buildings & Estate Manager**: Overall responsibility for safety relating to buildings, maintenance and grounds.
    - **Head Gardener**: Safe gardening practices, including COSHH and manual handling.
    - **Groundsperson**: Groundskeeping and external maintenance safety.

Line managers

Line managers must:

- Carry out regular informal inspections of the workplace to ensure compliance with the Workplace (Health, Safety and Welfare) Regulations. Inspection reports will be reviewed at Health & Safety Committee meetings.
- Ensure compliance with this policy within their area of responsibility.
- Complete, implement and review risk assessments for activities, equipment and processes in their areas.
- Where events or activities involve outside contractors such as caterers, obtain and review specific risk assessments before formal acceptance by the activity/event manager.
- Ensure that safety rules are adhered to, including the correct use of PPE and safety devices.
- Ensure employees and volunteers within their area of responsibility receive appropriate health and safety training and information.
- Maintain awareness of first aid arrangements and assist with accident investigations.
- Carry out regular inspections of work areas, machinery and equipment.
- Maintain safe access, egress and working environments.
- Stop any work that presents an immediate risk to health or safety.
- Attend health and safety meetings when required.

Employees and volunteers

Employees and volunteers must:

- Where acting as a Single Point of Contact (SPOC) for an event, complete and maintain relevant risk assessments.
- Cooperate with the Cathedral on all health and safety matters.
- Follow safety rules and instructions, and use PPE and safety devices as required.
- Participate in induction and job-specific training and seek clarification where needed.
- Report hazards, defects, accidents and near misses promptly to their line manager.
- Obtain first aid for any injury, however minor.
- Refrain from any act or omission that could cause harm to themselves or others.

6. Contractors

The appropriate line manager must ensure that:

- Contractors, or other persons employed to carry out works of any description, are aware of their obligation to comply with Cathedral safety procedures and emergency arrangements.
- Contractors fully understand the particular hazards associated with working in their area.
- Contractors' equipment complies with any relevant regulations.
- Contractors provide suitable risk assessments, insurance and evidence of competence.
- All precautions specified in risk assessments are applied.

7. Visitors

Visitor safety is overseen by the Cathedral Operations Manager, Vergers and Stewards. Access is permitted only to areas where visitors are, so far as is reasonable practicable, free from foreseeable risk considering the physical ability of the visitor. Access will be denied to any part of the Cathedral if there is significant risk that the health and safety of either visitor or any other person may be compromised by such access.

8. Accident reporting and first aid

- Event/activity managers must ensure suitable first aid provision for all public events.
- First aid facilities are located within the Cathedral and associated buildings. Trained first aiders are located in the Cathedral (Vergers), Refectory, Shop and Minster Centre.
- Accident books are located in the Minster Centre Office, Vergers' Office and Archbishop's Palace/Kitchen.
- First aiders must record all accidents and work-related ill health in the accident book.

9. Fire safety

The Cathedral operates a policy of both implementing measures to prevent fires from starting, and emergency procedures should one occur. The Buildings & Estate Manager is responsible for this area. They must:

- Maintain and review fire risk assessments on all properties under the control of the Cathedral.
- Implement the controls identified by fire risk assessments.
- Train staff in fire prevention.
- Implement emergency evacuation procedures for each property.
- Identify and train fire wardens/marshals.
- Inform all users of the Cathedral's properties of the emergency procedures.
- Maintain fire maintenance and inspection regimes.

Event/activity managers must document fire prevention measures including occupancy rates, fire marshals and emergency plans within specific risk assessments.

10. Health, safety and welfare in the workplace

The Cathedral complies with its duties under the Health and Safety at Work etc. Act 1974 and the Equality Act 2010. Employees and volunteers are encouraged to inform their line manager/group lead confidentially of any health-related matters so that appropriate support and reasonable adjustments can be considered.

Training, competence and induction

Mandatory core training is required for all employees, with role-specific training as necessary (e.g. vergers, estates). Refresher intervals are set out Appendix A. E-learning may be delivered via iHasco; some courses require in-person training. Training records are retained on Personio.

Display screen equipment

- The relevant law on the use of display screen equipment is set out in the Health and Safety (Display Screen Equipment) Regulations 1992. The regulations set out specific criteria to be observed by both employer and employee in the use of such equipment.
- The Cathedral has a duty to ensure that display screen equipment does not impair the health, safety and wellbeing of employees. To assist in meeting this duty, the Cathedral conducts Display Screen Equipment and Work Station Risk Assessments of every employee whose activities involve use of display screen equipment.
- One of the most important aspects of risk control in screen-based work is the provision of regular and frequent changes of work activity from the keyboard. Work schedules should cater for up to 5 minutes non-keyboard/screen activities in every hour.
- Employees who use screens as a significant part of their normal work are entitled to a free eye test every two years.

Driving

- Employees driving on Cathedral business must hold a full valid UK driving licence and ensure vehicles are roadworthy and insured for business use.
- Parking and traffic fines are the responsibility of the driver.
- A mileage allowance is payable for authorised business travel. Details are available from the Finance Office.

Electricity

- Fixed electrical testing must be undertaken in accordance with national guidance.
- Fixed electrical testing on individual buildings and rented accommodation will be arranged by the Buildings & Estate Manager.
- Portable Appliance Testing (PAT) will be arranged by the Buildings & Estate Manager. No personal electrical items are allowed on Cathedral premises without a suitable PAT test as required by national guidance.
- Only suitably qualified and competent contractors may carry out electrical work.
- Where external contractors (caterers, musicians etc.) are involved in events and activities at the Cathedral, the appropriate event/activity manager must ensure that suitable PAT testing has been undertaken by the contractors on the equipment used.

Lone working

A line working risk assessment must be undertaken for all lone working activities. Suitable arrangement for the supervision and protection of lone workers must be implemented as a result of the risk assessment process. See **Lone Worker Policy & Guidance**.

Smoking, alcohol and substance misuse

- Smoking (including e-cigarettes) is forbidden in enclosed or substantially enclosed Cathedral premises in accordance with the Heath Act 2006 and associated regulations. The words ‘enclosed’ and ‘substantially enclosed’ are defined in practical terms as enclosed if they possess a roof or ceiling and are at least 50% surrounded by walls.
- Being under the influence of alcohol or illegal substances at work, or possession of such substances, may result in disciplinary action.

11. Specialist areas

The Cathedral maintains topic-specific risk assessments and procedures covering, but not limited to, those listed in Appendix B.

Individual line/event/activity managers are responsible for compliance with the following areas within their areas of responsibility.

Asbestos management

- The Buildings & Estate Manager must arrange asbestos surveys to be undertaken for all buildings within the Cathedral's control.
- Survey conclusions will form the basis of an asbestos risk assessment for each individual building and the development of an asbestos management plan. Line managers are responsible for the implementation of the management plan within the areas of their control.
- Asbestos surveys and subsequent risk assessments and management plans will be made available on request from third-party users and tenants of Cathedral buildings.

Control of substances hazardous to health (COSHH)

- COSHH assessments must be completed and control measures implemented as identified in risk assessments.
- Where risk assessments identify a need for health surveillance relating to COSHH, appropriate arrangements must be made and monitored.
- Employees and volunteers must be informed of relevant hazards and precautions.
- Contractors bringing hazardous substances onto the Cathedral site for any reason, including maintenance activities or specific events or activities, must implement suitable control measures and record these on a specific risk assessment which is to be reviewed by the event/activity/line manager.

Manual handling

- The Cathedral is committed to eliminating manual handling wherever possible.
- Where unavoidable, manual handling assessments must be arranged by the relevant line manager using the TILE approach (Task, Individual, Load, Environment).
- Wherever practical, manual handling operations must be reduced using lifting aids.
- Line managers must ensure that employees involved in manual handling operations undertake suitable training in safe lifting and handling techniques.

Noise and vibration

- Individual line managers are responsible for identifying and assessing the risks where staff or volunteers are exposed to noise and vibration.
- Where there is a possibility of a risk of exposure to noise or vibration, the line manager will seek assistance from the Health & Safety Advisor to carry out a suitable assessment of the situation and advise of the control measures required.
- Employees and volunteers must be informed of relevant hazards and precautions.
- Where risk assessments identify a need for health surveillance relating to noise or vibration, appropriate arrangements must be made and monitored.
- Suitable hearing protection will be provided where necessary.

Personal protective equipment (PPE)

- PPE will be provided to all employees exposed to risks which cannot adequately be controlled by other means.
- Line managers are responsible for ensuring that employees are trained in its correct use.
- Line managers must ensure that PPE is used appropriately and maintained.

Work equipment and lifting operations

- Work equipment must comply with PUWER.
- Lifting operations and equipment must comply with LOLER.
- All plant and equipment must be subject to a suitable and sufficient risk assessment before use. Risk assessments must be reviewed at suitable intervals.
- Plant and equipment must be maintained in accordance with current legislation and manufacturers' instructions.
- Plant and equipment must be inspected regularly, at suitable intervals specified by the line manager.
- Defective equipment must be taken out of use immediately until repaired or replaced.
- Any contractor bringing plant or equipment onto the Cathedral site for any reason, including maintenance activities or specific events, must produce records of examination or inspection where appropriate.

Working at height

- Line managers are responsible for identifying working at height hazards and appropriate control measures within risk assessments.
- Working at height must be avoided where possible.
- If working at height cannot be avoided, suitable and sufficient measures must be taken to prevent people falling a distance likely to cause injury.
- Where control measures cannot eliminate the risk of a fall occurring, equipment will be provided to minimise the distance and consequences of a fall.
- If woring at height is undertaken, the risk assessment must document the most appropriate access equipment to be used. Collective protection will always be given priority over personal protective measures.
- Staff operating access equipment must be given the appropriate training recognised to national standards.
- All access equipment must be inspected in line with standards and manufacturer guidance.

12. Emergency procedures

- Emergency evacuation routes and procedures must be displayed, communicated and tested through planned drills.
- Lockdown and evacuation procedures must be maintained and accessible to all employees and volunteers.
- Departmental managers must document and brief local arrangements, including muster points and sweep responsibilities.

13. Incident management

- The Cathedral Operations Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority as required by RIDDOR.
- Line managers must report accidents, diseases and dangerous occurrences to the Cathedral Operations Manager, who will liaise with the Health & Safety Advisor.

14. Consultation and communication

- Formal consultation with employees takes place through periodic Health & Safety Committee meetings.
- Ongoing consultation takes place via briefings, toolbox talks, training sessions and informal discussion.
- Where English is not an employee's first language, appropriate measures (e.g. buddying or interpretation) will be used to ensure effective communication.

15. Monitoring, audit and review

- The Health & Safety Committee and Cathedral Chapter review the effectiveness of this policy annually.
- Planned audits and inspections are undertaken, with actions recorded and tracked to completion.
- The policy and associated arrangements are updated in response to legislative or operational change.

16. Records and document control

- Health and safety records, including risk assessments, method statements, training records, inspection and maintenance logs, accident and incident reports, and fire safety records, are retained in accordance with retention schedules.

- This policy is issued to employees, made available to volunteers and contractors, and published on internal systems.

Appendix A Training matrix

Training Course	Employees	Vergers & Ops	Buildings & Estate	Frequency	Delivery
H&S Induction	✓	✓	✓	On hire + refresher every 2–3 yrs	eLearning (iHasco)
Manual Handling	✓	✓	✓	Every 2–3 yrs or role change	eLearning (iHasco)
Fire Awareness	✓	✓	✓	Annually	eLearning (iHasco)
Fire Warden/ Marshal	✓	✓	✓	Annually	eLearning (iHasco)
Evacuation Chair	✓	✓	✓	Annually	In-person
First Aid at Work	✓	✓	✓	Every 3 yrs	In-person
DSE Assessment	✓	✓	✓	On hire + workstation change	eLearning (iHasco)
Risk Assessment (General)	✓	✓	✓	On hire + responsibility change	eLearning (iHasco)
COSHH Awareness	—	✓	✓	Annually or new substances	eLearning (iHasco)
Working at Height	—	✓	✓	Every 2–3 yrs	eLearning (iHasco)
Asbestos Awareness	—	✓	—	Annually	eLearning (iHasco)
Legionella Awareness	—	✓	—	Annually	eLearning (iHasco)
Manual Wall Mounted Swing JIB	—	✓	✓	As needed	In-person
Abrasive Wheels	—	—	✓	Every 3 yrs	eLearning (iHasco)
Noise-Induced Hearing Loss	—	—	✓	Annually	eLearning (iHasco)
Hand/Arm Vibration	—	—	✓	Annually	eLearning (iHasco)

Appendix B Linked procedures and risk assessments

- Fire Risk Assessments and Evacuation/Lockdown Procedures.
- Event/Activity Risk Assessments (including capacity and stewarding plans).
- Topic risk assessments: Asbestos; Bell Ringing; Church Buildings & Churchyard; Construction Work; Display Screen Equipment; Electricity; Events; Fire Safety; Heating Systems; Hazardous Substances; Lifting Equipment; Manual Handling; Oil Storage; Food Preparation; Slips and Trips; Tower Tours; Working at Height; Work Equipment; Lone Working.
- Contractor control procedures and permits.