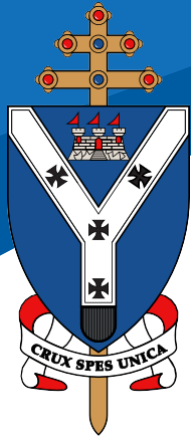


The Archdiocese of St Andrews & Edinburgh

Health & Safety Policy

2023



Archdiocese of St Andrews & Edinburgh

Foreword by Archbishop Cushley

Dear Friends,

Our Archdiocese is a community of the faithful - clergy, lay people, employees and volunteers who sustain the Church and support its mission. Together we worship, celebrate the sacraments and engage in a wide range of pastoral and practical work. In so doing, our aim always is to follow the teaching of Jesus Christ.

One of our key missions is to keep people safe and this applies to all activities and settings in our Archdiocese. Our activities take place in Churches, halls, offices, residences and a range of other places.

This document details the Health & Safety arrangements which apply to our Church communities in order to protect everyone.

We all have a duty to take reasonable steps to ensure that everyone is kept safe. I, your Archbishop, together with the Trustees, clergy, and employees of the Diocese, have specific responsibilities and we are committed to providing a safe environment for everyone.

Please abide by the provisions of this policy and embrace the spirit of it as we work together to ensure our Archdiocese is a place where health, safety, and welfare for everyone working in, and visiting our churches and other premises, is valued.

Sincerely,

+Leo Cushley
Archbishop of St Andrews & Edinburgh

Contents

Item	Page
Archbishop's foreword	Page 2
Contents (this page)	Page 3
Introduction	Page 4
Scope	Page 4
Purpose	Page 4
General Statement of Policy	Page 5
Roles & Responsibilities – org chart	Page 6
Roles & Responsibilities - breakdown	Page 7
Roles & Responsibilities – named persons	Page 9
Arrangements	Page 10

Introduction & Purpose

This policy has been created to assist the Archdiocese of St Andrews & Edinburgh in fulfilling its legal obligations under the Health & Safety to Work etc. Act 1974. In so doing, we aim to ensure the health, safety, and welfare of everyone in our catholic communities – those who worship in our churches, visitors, contractors, staff, volunteers, and others who may use our parishes and other buildings (hereafter referred to as “sites”)

This Health & Safety policy details the broad principles which underpin our Health & Safety arrangements. Moreover, the policy demonstrates the commitment of the Archdiocese towards health, safety and welfare.

Scope

This policy, and any associated guidelines apply to the whole Archdiocese and cover all sites, people, and related activities.

Health & Safety legislation places responsibility on employees and employers to work together and this policy seeks the active cooperation of all parties to ensure a culture of health, safety, and welfare.

Implementation & Operation

Overall responsibility for the implementation of the policy rests with the nominated Trustee, the Moderator of the Curia, and the Chief Operating Officer.

Specific responsibility for the operation of the policy in the Curial Offices and Mount Vernon Cemetery is the responsibility of the Moderator of the Curia.

Parish priests have direct responsibility for Health & Safety arrangements in their parish(es).

This Health & Safety policy was approved by the Board of Trustees on 8 June 2023.

General Statement of Policy

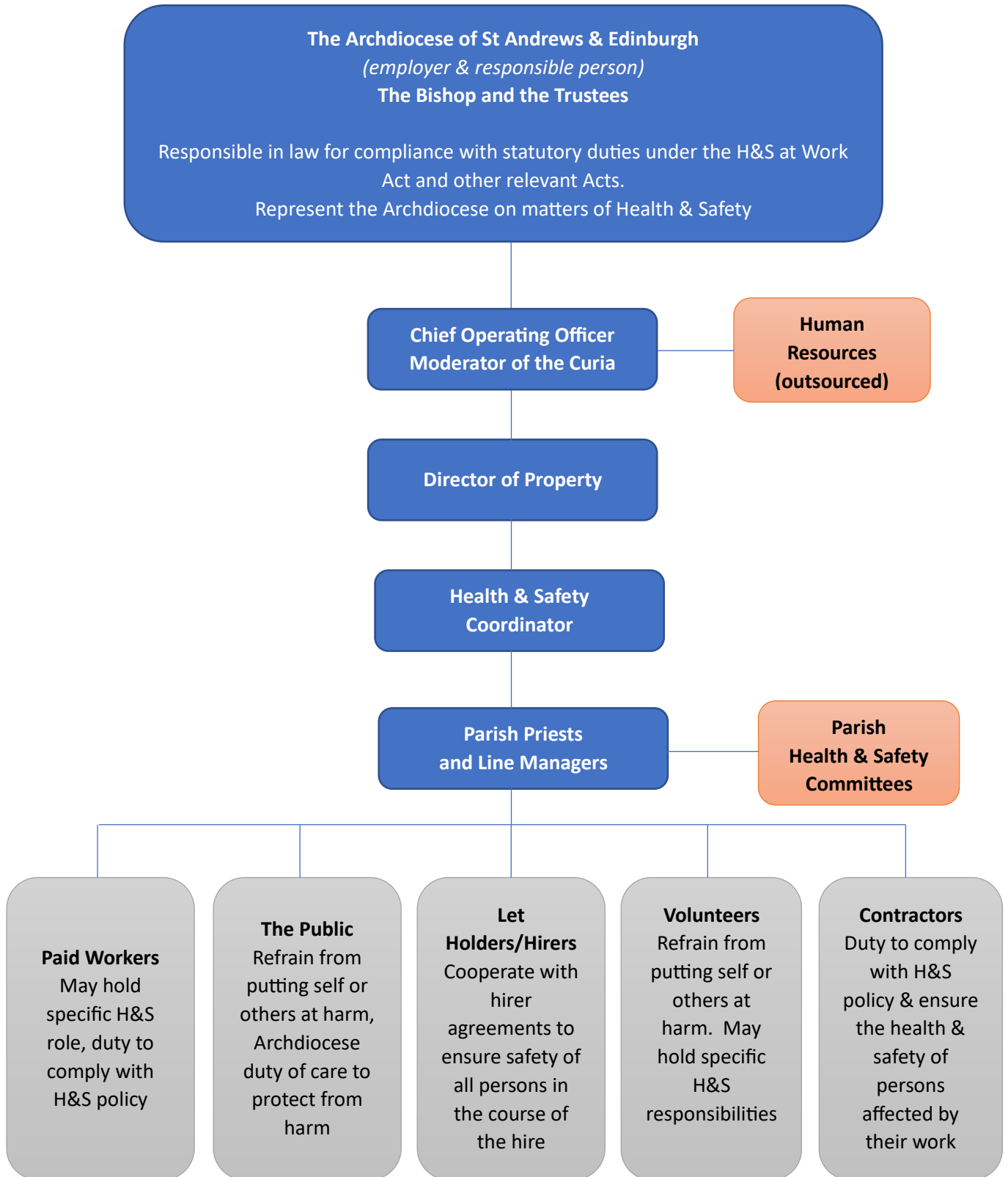
To fulfil the responsibilities of the Archdiocese in relation to health, safety and welfare, we the Trustees of the Archdiocese will strive to:

- Ensure, so far as is reasonably practicable, the health, safety and welfare of all people including clergy, staff, volunteers, contractors, premises hirers and any other parties who use Church sites.
- Provide and oversee information, training, and instruction on Health & Safety as appropriate
- Consult with clergy, volunteers, and staff in relation to matters affecting their Health & Safety
- Appoint a Health & Safety Coordinator who reports directly to the Director of Property and Chief Operating Officer of the Curia. This person will act as a liaison on Health & Safety matters
- Assist all those with responsibility for health & safety to identify hazards in sites and support them, creating and implementing suitable and sufficient Risk Assessments to control hazards as far as is reasonably practicable
- Encourage each parish to establish a Health & Safety committee, or person/group to support on Health & Safety matters
- Assist parish priests and other site managers to ensure that all equipment (including electrical and plant equipment) is maintained and is safe
- Assist parish priests and other site managers to ensure that there is adequate provision for First Aid and fire prevention control measures
- Assist parish priests and other site managers to ensure that suitable and sufficient facilities are provided in all sites.
- Communicate this Health & Safety Policy to parishes and staff.
- Provide mechanisms for parish priests and other site manager to raise health & safety issues.
- Formally review this policy (and related Health & Safety arrangements) annually
- Set objectives and priorities to monitor Health & Safety arrangements and review them as required.

Employees, clergy, staff, and volunteers will:

- Take reasonable steps to safeguard their own health and safety and that of others
- Cooperate with the Archdiocese in order to satisfy legislative and Archdiocesan Health & Safety requirements in their parish, building or other sites.

Roles and responsibilities Organisation Chart



Roles and responsibilities

The Archbishop and the Trustees

The Trustees will, so far as is reasonably practicable, assume overall responsibility for Health & Safety and legal compliance and monitor the effectiveness of the policy. They will oversee the Health & Safety framework and ensure that adequate operational arrangements are in place to support Health & Safety.

One Trustee has responsibility for Health & Safety (which will be on the agenda at each meeting). Trustees will seek to ensure that adequate provision/resources for Health & Safety are made available.

Chief Operating Officer & Moderator of the Curia

The Chief Operating Officer and Moderator of the Curia have overall responsibility for the implementation of the Health & Safety policy.

Director of Property

The Director of Property is responsible for overseeing the property estate of the Archdiocese. Together with the Chief Operating Officer and Moderator of the Curia, the Director of Property will work with and oversee the Health & Safety Coordinator, in order to provide robust property management regimes across the Archdiocese.

Health & Safety Coordinator

The Health & Safety Coordinator is appointed by the Trustees and works with (and reports to) the Chief Operating Officer and Moderator of the Curia. The Health & Safety Coordinator works with all relevant parties, especially the Director of Property, in order to promote health, safety and welfare, assist with Health & Safety matters where appropriate, and achieve a consistent approach to Health & Safety throughout the Archdiocese.

Parish Priests

Parish priest are responsible for the day-to-day operational management of parishes including activities and premises. They are accountable for ensuring that the Health & Safety policy, associated risks, and control measures are implemented in their parish(es) as far as is reasonably practicable.

Parish Health & Safety Committees

The parish Health & Safety committee promotes Health & Safety in the parish. It oversees activities undertaken by clergy, volunteers and others who attend church premises. The committee will also assist the parish priest to achieve his duties as detailed in the Health & Safety policy, reporting Health & Safety concerns, and supporting the parish priest to ensure that Health & Safety issues are resolved in accordance with parish protocols. The

committee will also log any accidents/incidents and work with Archdiocesan personnel on any Health & Safety matters.

Human Resources

Human Resources (HR) functions are outsourced for the Archdiocese. The outsourced HR function will work with other departments in order to ensure that health, safety and welfare is integrated into management policies and practices.

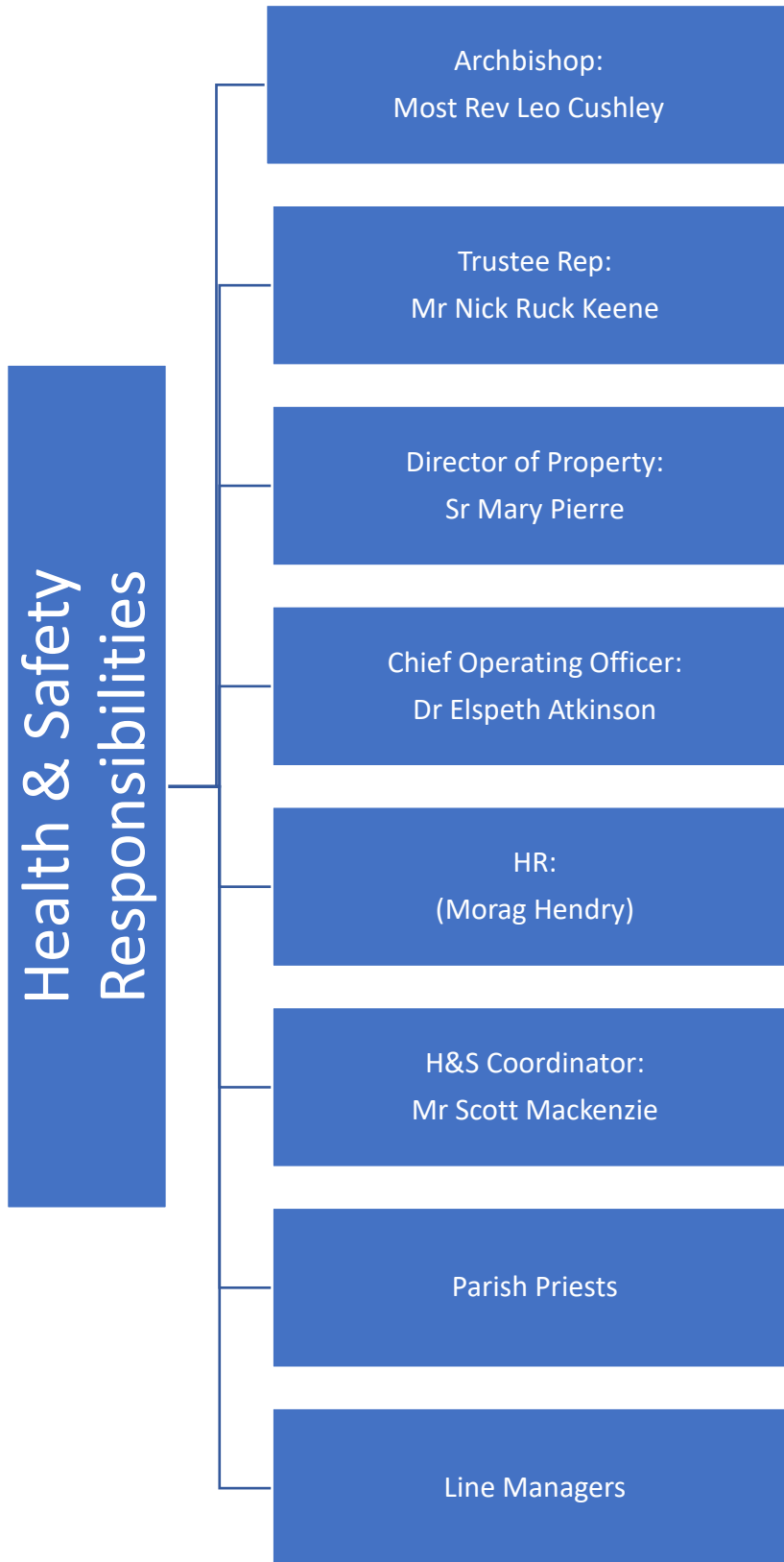
Line Managers

Line Managers are responsible for implementing the Health & Safety policy in their own areas of responsibility on a day-to-day basis. Line Managers work in the Archdiocesan Curia and other line managers may also be employed in some parishes.

Other People

Anyone who uses church premises has a responsibility to safeguard their own Health & Safety and that of others by taking care not to create risk, cooperate on Health and Safety matters, not interfere with any safety equipment, and report any concerns. This may involve (but not be limited to) parishioners, staff, premises hirers, volunteers, and contractors.

Roles and responsibilities – named persons



Arrangements

The Archdiocese sets out the arrangements which are in place to minimize, as far as is reasonably practicable, any health & safety risks associated with church activities and premises.

The arrangements are contained in the folder known as the “Red Book” and all parishes and other sites have been provided with a copy. The Red book shows the commitment of the Archdiocese to health & safety and details the arrangements therein for managing risks and hazards.

Unless stated otherwise, statutory inspections, routine surveys, other tests, and checks will be initiated by the person recognised as being in control of the premises or an appointed substitute. In this case of parish sites, the person recognised as being in control of the premises is the Parish Priest.

Document Control

The grid below records the lifecycle of the Health & Safety Policy document, including creation date, date(s) of amendments, and other significant dates:

Date	Event	Detail of any changes
16 May 2023	Document Created	n/a
8 June 2023	Document approved by Trustees	Samm changes made in relation to grammar and titles