

HEALTH & SAFETY POLICY & PROCEDURES

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HEALTH AND SAFETY POLICY STATEMENT

The Chapter of Worcester Cathedral is fully committed to the promotion and implementation of effective Health and Safety policies and procedures. Working collectively with staff and operatives, the primary objective is to safeguard the health, safety and welfare of all Chapter employees, Volunteers and Visitors.

The Chapter of Worcester Cathedral policies and procedures provide a framework for the identification and management of significant risks through preventative/protective measures where such risks are unable to be eliminated. In addition, we will ensure that our operations are carried out in accordance with current statutory legislation and we will strive towards achieving best practice.

The effectiveness of the Health & Safety Policy is the subject of regular review by the Chapter and Senior Management. These reviews may lead to further training, when required, plus the identification of measurable objectives and targets set to aid the planning and continual improvement of the Health and Safety procedures, thus ensuring that the Chapter maintains and develops their safe working culture and generates continual improvement.

The application of our Health and Safety policies and procedures is the personal responsibility of all Managers, Employees, Volunteers, contractors and service providers. Individuals are encouraged to understand their responsibilities and assist in the implementation and improvement of the whole process.

The Chapter is fully committed to these policies and hereby endorses this Policy Statement



The Very Reverend Peter Atkinson
Dean of Worcester

Date 19 January 2023

INTRODUCTION

This document and its contents have been formulated to provide guidance and instruction in respect of Health and Safety issues relating to the business and associate activities conducted by the Chapter of Worcester Cathedral. All Senior Managers will receive a copy of this document.

New employees will be encouraged to read, understand and participate in the Chapter's positive approach to Health and Safety. The following examples are methods by which information can be obtained, by all staff, to aid the reduction of accidents or incidents in the workplace:

- Through the induction process and new staff information material
- Via your line manager
- The contents of this policy and arrangements
- Attendance at any Health and Safety briefings or inductions
- Personal and staff development reviews leading to Health and Safety training
- Through an open door policy

The procedures contained herein are supported by a Policy Statement signed by the Dean, which emphasise our collective desire to ensure the wellbeing of all employees, volunteers, contractors and all those who are affected by our operations. Our employees and volunteers are the most valuable asset we have and their health and safety will be managed as effectively as possible.

Special emphasis is placed upon the identification of responsibilities, preventative action and the encouragement of staff consultation. These factors are fundamental and form the foundation to aid continual improvement by the achievement of health & safety objectives. Additionally, we require from all Chapter members, managers, employees, volunteers and those who work with us, total commitment to care for the environment and protection of the local community in which we work.

This document sets out the Chapter's Policy, Organisation and Arrangements for health and safety matters. Detailed responsibilities are included with specific accountabilities agreed dependant on work tasks, special occasions or exceptional circumstances.

Reference is made, wherever possible, to current guidance documents, within the detailed arrangements, to provide both practical and technical guidance and support to everyone engaged in Chapter activities.

ORGANISATION

Worcester Cathedral is, at its heart a place of worship, learning and one of the area's major tourist attractions. The Chapter manages the day to day running of the Cathedral and all of its subsequent properties and departments as well as ongoing restoration.

Within the Chapter's remit are the Cathedral and other buildings, Works Yard, Guesten, Education and Learning Centre and the administrative offices at College Yard. The Chapter of Worcester also serve

as the Trustees of St Oswald's Almshouses, in addition to these are other buildings and properties which are let.

Each department/office has an appointed Manager, and in some cases deputies and supervisors, who are responsible for the resourcing and daily management inclusive of Health and Safety issues.

The Health and Safety system has been drafted ready to receive mandatory Health and Safety policies and procedures which will be consistent across all departments.

The Chapter is particularly focused upon the following issues:

- The training, development and involvement of all relevant staff and volunteers
- Continual improvement and working with and for our visitors and community
- Leadership
- Recording and documentation
- Corrective and preventative action through monitoring and review in order to eliminate/reduce hazards

RESPONSIBILITIES

Responsibilities are defined for each procedure within this document and also for a particular process when necessary. The responsibilities involve all Chapter members including Clergy, Managers, Staff, Volunteers and external Service Providers/on-site Contractors.

The Chapter is responsible for the management of Health and Safety. Day to day management of activities is delegated to Department Managers.

The responsibilities of the Chapter include:

- Setting Health and Safety policy, monitoring and reviewing effectiveness and performance.
- Ensuring that adequate resources are available to implement policies and procedures in accordance with stated aims and objectives.
- Delegation of responsibilities to the appropriate level of management.
- Setting an example to others by developing a culture of Health and Safety excellence through a pro-active approach of managing H&S.

The effectiveness of the health and safety policy and the monitoring and review of performance is addressed by means of a regular update to Chapter.

The contents of the report, particularly in respect of information regarding accidents and incidents, safety performance results and improvement initiatives, are reviewed and actioned as necessary by the COO on behalf of Chapter.

The Health & Safety Lead will:

- Regularly update the COO on all important Health, Safety and Environment issues, inclusive of legislative matters, that affect activities and ensure this is a standing item on the Estates Management Group agenda
- Provide advice upon future financial resourcing in respect of Health, Safety & Environmental issues

- Liaise with and provide support for all Departments
- Instigate and support Health and Safety improvement and communication
- Ensure that the Health and Safety is reviewed at least annually and updated as necessary
- Ensure that all updates to Policy are circulated as necessary
- Provide the Chapter with meaningful, accurate reports detailing accident/incident statistics, improvement initiatives, proactive and reactive preventative measures to avoid repetitive problems
- Carry out audits of Chapter operations in respect of Health and Safety
- Ensure accidents and incidents are investigated and preventative measures circulated to avoid recurrence
- Encourage positive measures to raise the level of Health, Safety and Environmental issues

COO will:

- Advise the Chapter on all important Health, Safety and Environment issues, inclusive of legislative matters, that affect activities
- Ensure adequate financial provision is made for the implementation of Health and Safety policies and procedures
- Ensure sufficient resources are available to enable the H&S policies to be implemented effectively with particular emphasis being given to training and the planning of H&S measures before work commences
- Monitor and review H&S performance
- Take a leading role in promoting the interest, application and enthusiasm for Health and Safety issues within the Chapter and setting examples to others
- Know the requirements of Health and Safety statutory procedures
- Ensure that all Managers & Supervisors are aware of their responsibilities as identified in the H&S Policy
- Take responsibility for the Health and Safety arrangements employed at Worcester Cathedral
- Where serious issues arise to report to external bodies eg RIDDOR

Heads of department will:

- Ensure that Health and Safety policies and good practices are followed
- Liaise with the Health & Safety Lead & take advice and action as required to remedy shortcomings
- Ensure that staff, under their immediate control, are familiar with their responsibilities
- Ensure that they employ safe methods of working which have minimal impact on the environment
- Ensure staff and operatives under their control receive health & safety training as required
- Communicate the most appropriate safe methods of working
- Identify suitable equipment and materials to be used, inclusive of effective storage facilities
- Know the requirements of Health and Safety statutory procedures
- Wear the appropriate protective clothing and equipment
- Ensure adequate first aid, fire precautions and welfare facilities are provided and maintained
- Discipline those who fail to consider their own health and safety or that of others
- Ensure that regulations are observed, records are kept and that competent persons are appointed to carry out tasks
- Make arrangements for the safe off-loading and stacking of materials, plan and maintain tidy areas of storage

- Ensure that machinery and equipment (inclusive of power tools) are inspected, (serviced) and maintained in good order
- Ensure that protective clothing and equipment is available to site staff and operatives and that it is used
- Ensure that all emissions into air, discharges to land and water courses are controlled to reduce environmental impact
- Ensure that waste is disposed of under controlled conditions as necessary
- Ensure inductions and safety briefings are carried out

Employees & Volunteers will:

- Use only the correct and agreed methods of working and as instructed. Defective equipment or fittings are to be reported to their Manager immediately
- Comply with instructions given by their Supervisor/Manager
- Develop personal responsibility for their own health and safety and that of others, use common sense and avoid improvising and taking risks
- Study regulations and notices displayed and seek clarification on issues not understood
- Report any accident or incident to supervisory staff
- Report or take action (if absolutely necessary) to counteract hazardous conditions
- Attend on-site training sessions
- Wear the appropriate protective clothing and equipment

Office Staff will:

- Familiarise themselves with the Chapter's Health and Safety Policy
- Comply with instructions given and the statutory notices on display
- Acquaint themselves with the correct procedure to act upon in the event of a fire or other emergency inclusive of exit routes to vacate the building
- Refrain from behaviour that may cause an accident or injury to themselves or others

Visitors and Contractors will:

- Report to the relevant reception prior to entering the Cathedral's buildings or grounds
- Obtain the relevant induction appropriate to the nature of their business (where required)
- Wear the appropriate protective clothing and equipment (where required).
- Abide by any rules
- Report unsafe or hazardous situations to the management
- Not be allowed to enter hazardous areas, unless accompanied by a member of Staff

Arrangements**Communication, consultation and co-operation**

The Chapter recognises good communication is an essential part of the whole process to ensure consultation and ownership of the policies and procedures.

Competence and training

Staff, employees and volunteers employed by the Chapter are selected for their roles or the service required based upon the criteria of experience, skill, qualification, ability and reliability. The Chapter recognises the value of assisting their Staff & Volunteers in personal development which may lead to improved performance & increased effectiveness & capability.

Safe systems and safe places of work

Examples of specific training range from the operation of mechanical plant (i.e. hoists or forklifts) to health and safety or induction sessions. Managers should ensure that their employees & volunteers have been trained for specific tasks or operations and must be aware of the requirement for additional instruction when circumstances change. Health and Safety training may be also carried out by exterior providers.

Contained within this document is a set of policies and procedures under the heading of Arrangements that are designed to highlight Chapter requirements in respect of specific controls and precautions to ensure that safe systems of work and safe places of work are planned, understood and maintained.

References to good practice documents have been made, whenever possible, to provide the workforce with the good advice/solutions to deal with the wide variety and often in-depth measures required to ensure that safe systems and places of work are addressed.

All managers and supervisors have an important role in the assessment of risk and ensuring welfare facilities are adequate. Regular inspections of Health, Safety, welfare and facilities are made by or on behalf of the Chapter by all managers to ensure systems are working effectively with mechanisms to deal with non-conformities or to identify improvement initiatives or measures.

Continual improvement

Health and Safety issues are subject to a range of reviews and initiatives to facilitate improvement of performance. Each Department will instigate a regular review of progress including:

- Issues arising from records of safety and environmental inspections.
- Recommendations for improvement.
- The suitability of the processes and procedures.

Recommendations for improvements/actions, along with any forthcoming legislative changes, are summarised in a regular report produced for the attention of Chapter.

Organisation Chart

