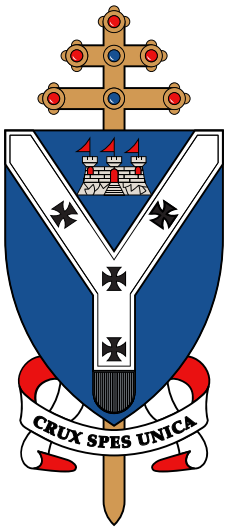
Archdiocese of St Andrews & Edinburgh



Health & Safety Handbook for Volunteers

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CONTENTS

INTRODUCTION **3**

HEALTH & SAFETY POLICY STATEMENT **4**

RESPONSIBILITIES AND RULES **5**

Volunteer Responsibilities 5
Health & Safety Rules 6
General 6
Working Practices 6
Hazard / Warning Signs and Notices 6
Working Conditions / Environment 6
Protective Clothing and Equipment 7
Fire Precautions 7
Accidents 7
Health 7

ARRANGEMENTS FOR HEALTH & SAFETY **8**

Accident, Incident and Ill-Health Recording, Reporting and Investigation 8
Reporting 8
Asbestos 8
Church Ground Safety 8
Communication and Consultation 8
Contractors 9
Disabled Persons 9
Display Screen Equipment 10
Drugs and Alcohol 10
Electricity 10
Fire 11
First Aid 11
Gas Installations and Appliances 12
Hazardous Substances (COSHH) 12
Health, Safety and Welfare 12
Infection Control 12
Legionnaires Disease 13
Lone Working 13
Manual Handling 13
Outdoor and Peripatetic Working 14
Permits to Work 14
Personal Protective Equipment 14
Risk Assessment 15
Safeguarding 15
Smoking 15
Training 15
Violence to Volunteers 16
Visitors 16
Work At Height 17
Work Equipment 17

HEALTH & SAFETY HANDBOOK ACKNOWLEDGEMENT FORM **18**

INTRODUCTION

This handbook contains the Health & Safety information you require to comply with our Health & Safety Policy. After reading it you will be required to sign to confirm that it has been brought to your attention. If you have any queries regarding the contents, please do not hesitate to ask.

The Archdiocese of St Andrews & Edinburgh takes its responsibility for Health & Safety very seriously and is committed to a programme of progressive improvement that requires input from all volunteers. If you see anything during your work that gives rise to a concern you are positively encouraged to report it to your Line Manager or Parish Priest.

Safety is everyone's responsibility and that includes you.

Health & Safety Consultants

Our Health & Safety Consultants at WorkNest will be responsible for review of this handbook. They can also be contacted to provide basic Health & Safety advice on 0345 2268393 or via the Director of Property.

Notice Board

Where there is a notice board within the Church, Presbytery and/or Church Hall, the following documents must be displayed:

- Health & Safety Policy Statement
- Employers Liability Insurance Certificate
- Health & Safety Law Poster



The Archdiocese has established effective lines of communication so as to involve and consult with volunteers.

These may include:

- Individual conversations
- Notice boards
- Internal publications
- Meetings
- Health & Safety meetings

HEALTH & SAFETY POLICY STATEMENT

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 is reasonably practicable, the health, safety and welfare of all people including clergy, staff, volunteers, contractors, premise hirers and any other parties who use Church sites
- Provide and oversee information, training, and instruction on Health & Safety as appropriate
- Consult with clergy, volunteer, and employees in relation to matters affecting their Health & Safety
- Appoint a Property Management Surveyor (acting as "Health & Safety Co-Ordinator") 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 Health & Safety matters. Alternatively, if there is no separate Health & Safety committee ensure Health & Safety matters are covered by the parish Fabric Committee
- 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 managers 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.

Volunteers will:

- Take reasonable steps to safeguard their own Health & 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.

RESPONSIBILITIES AND RULES

Volunteer responsibilities

It is the responsibility of all volunteers to co-operate in the implementation of this Health & Safety Policy within their areas of influence. All volunteers have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health & Safety at Work Act.

Volunteers must therefore:

- Take reasonable care of their own safety
- Take reasonable care of the safety of others affected by their actions
- Observe the safety rules
- Comply with the Health & Safety Policy
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- Dress sensibly and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner when on site and refrain from any antics or pranks
- Use all safety equipment and/or protective clothing as directed
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- Maintain all equipment in good condition and report defects to the Parish Priest
- Report any safety hazard or malfunction of any item of plant or equipment to the Parish Priest
- Report all accidents to their supervisor or Parish Priest whether an injury is sustained or not
- Attend as requested any Health & Safety training course, including completion of required online training modules
- Observe all laid down procedures for processes, materials and substances used
- Observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

Health & Safety Rules

General

- It is the duty of all volunteers to co-operate with management and Parish Priests in fulfilling Archdiocesan legal obligations in relation to Health & Safety
- Volunteers must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare
- Volunteers are required to notify to management any unsafe activity, item or situation

Working Practices

- Volunteers must not operate any item of plant or equipment unless they have been trained and authorised
- Volunteers must make full and proper use of all equipment guarding
- Volunteers must not clean any moving item of plant or equipment
- Volunteers under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision
- Volunteers must not make any repairs or carry out maintenance work of any description unless authorised to do so
- Volunteers must complete the necessary online Health & Safety Astute training modules before carrying out any volunteer work
- Volunteers must use all substances, chemicals, liquids etc, in accordance with all written instructions
- Volunteers must not smoke except in prescribed areas

Hazard / Warning Signs and Notices

- Volunteers must comply with all hazard/warning signs and notices displayed on the premises

Working Conditions / Environment

- Volunteers must make proper use of all equipment and facilities provided to control working conditions/ environment
- Volunteers must keep stairways, passageways and work areas clear and in a clean and tidy condition
- Volunteers must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided
- Volunteers must clear up any spillage or liquids within the work area in the prescribed manner

- Volunteers must deposit all waste materials and substances at the correct disposal points and in the prescribed manner

Protective Clothing and Equipment

- Volunteers must use all items of protective clothing/equipment provided as instructed
- Volunteers must store and maintain protective clothing/equipment in the approved manner
- Volunteers must report any damage, loss, fault or unsuitability of protective clothing/equipment to their Line Manager or Parish Priest

Fire Precautions

- Volunteers must comply with all laid down emergency procedures
- Volunteers must not obstruct any fire escape route, fire equipment or fire doors
- Volunteers must not misuse any firefighting equipment provided
- Volunteers must report any use of firefighting equipment to the Parish Priest

Accidents

- Volunteers must seek medical treatment for work-related injuries they receive by contacting a designated first aider. Upon returning from treatment, they must report the incident to the Parish Priest
- Volunteers must ensure that any accident or injury treatment is properly recorded in the Incident Reporting Module in the WorkNest portal (which acts as the Electronic Accident Book)
- Volunteers must notify their Line Manager or Parish Priest of any incident in which damage is caused to property

Health

- Volunteers must report to their Line Manager or Parish Priest any medical condition or medication which could affect the safety of themselves or others.
- Volunteers must co-operate with their Line Manager or Parish Priest on the implementation of the medical and occupational health provisions.

ARRANGEMENTS FOR HEALTH & SAFETY

Accident, Incident and Ill-Health Recording, Reporting and Investigation

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss/incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by a member of staff through the course of work or from a non-employee as a result of activities carried out by the Archdiocese.

Reporting

All accidents resulting in personal injury must be recorded in the WorkNest Incident Reporting Module (the Archdiocese Electronic Accident Book). Volunteers must ensure they know how to access the WorkNest Incident Reporting Module. Incidents and work-related ill-health need to be reported directly to the Parish Priest.

Asbestos



The Archdiocese will protect clergy and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

If you notice any material that causes you concern or you become aware of any damage to asbestos material you must report it immediately to the Parish Priest. Please be aware of any asbestos materials which are labelled as shown.

Asbestos surveys should be held at the parish and with the Director of Property for sharing with contractors carrying out any works that could affect the condition of any asbestos.

Church Ground Safety

All reasonable steps will be taken to ensure the risks associated with the management and use of church grounds will be prevented or at least controlled as far as is practicable.

Visual checks are required on walkways, carparks and other areas where slip, trip and fall hazards may present themselves.

Communication and Consultation



The Archdiocese and / or Parish Priests where appropriate have established effective lines of communication so as to involve and consult with volunteers.

These may include:

- Individual conversations
- Notice boards
- Internal publications
- Staff meetings
- Health & Safety meetings.

In addition each parish will display the Health & Safety Law – 'What You Need To Know' poster in a prominent position.

The Parish Priest will consult with volunteers and provide information on any changes that may affect their Health & Safety, including:

- Changes in procedures, equipment or ways of working
- The dangers and risks arising from their work activities, the measures taken to eliminate or reduce These risks and what action to take if they have to deal with them
- The planning of Health & Safety training
- The Health & Safety consequences of introducing new technology.

The Archdiocese recognises that consultation is a two-way process and expects constructive feedback from volunteers.

Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we both have joint liabilities in "common areas". In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely. Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

If you observe contractors who appear to be working unsafely then you should report this immediately to the Director of Property. We will investigate and where necessary stop any work until resolved.

Any contractor working at the parish must first be assessed and placed onto a Parish Approved Contractors List. If you require a new contractor to be added to the list the Parish Priest must first be contacted.

Any contractor starting work on the parish must first read and sign the **Contractors Safety Information** sheet and a record of this kept.

Disabled Persons

The Archdiocese will give full and proper consideration to the needs of disabled employees, other staff and visitors.

To achieve this, the Archdiocese will:

- Treat all disabled staff, volunteers and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the Archdiocese's facilities
- Ensure that risk assessments are undertaken of the special needs of the disabled person and carry out reasonable adjustments to the premises and/or employment arrangements
- Encourage staff or volunteers with special needs to suggest any premises or task improvements to their Line Manager or Parish Priest
- Discipline any personnel found treating their disabled colleagues with less than the expected standards of respect and dignity
- In an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly

Display Screen Equipment

All reasonable steps will be taken by the Archdiocese to secure the Health & Safety of volunteers who work with display screen equipment (DSE). To achieve this objective the Archdiocese will carry out an assessment of each user's workstation and implement necessary measures to remedy any risks found as a result of the assessment.

Eye Tests and Corrective Appliances

The Archdiocese will ensure volunteers who utilise DSE are aware of the free provision of eye tests every 2 years under the NHS in Scotland.

Training

Volunteers working with DSE should comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided.

Health

Volunteers should inform their supervisor or Line Manager or Parish Priest of any disability or health condition which may affect their ability to work using DSE or be affected by working with DSE. In addition they should also report to their Line Manager or Parish Priest any discomfort or health concern believed to be associated with the use of DSE. Any health information will be treated confidentially.

Drugs and Alcohol

Alcohol

Volunteers must not drink alcohol on the Archdiocese's premises without express permission from the Parish Priest.

Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on the Archdiocese's premises is strictly forbidden and is a disciplinary matter. If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your Line Manager or Parish Priest.

Electricity

All reasonable steps will be taken to secure the Health & Safety of volunteers and others who use, operate or maintain electrical equipment.



Volunteers must:

- Visually check electrical equipment for damage before use
- Report any defects found to their Line Manager or Parish Priest
- Not use defective electrical equipment
- Not carry out any repair to any electrical item unless qualified to do so

- Switch off non-essential equipment from the mains when left unattended for long periods
- Not bring any electrical item onto the Archdiocese/parish premises until it has been tested and a record of such a test has been included in the appropriate record
- Not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage
- Not carry out any live working unless authorised to do so under a permit-to-work.
- Ensure combustible items are not stored in close proximity to electrical switchboards and other electrical items.

Fixed Electrical Testing must be carried out every 5 years and the EICR certificate retained on file. This testing must be carried out by a qualified electrician on the Archdiocese Approved Contractors List.

Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

The Archdiocese does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so. Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Volunteers are encouraged to report any concerns regarding fire procedures to the Director of Property or the Parish Priest (as appropriate), so the Archdiocese can investigate and take remedial action if necessary.

First Aid

The Archdiocese is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work. To achieve this objective each parish will appoint and train a suitable number of first aid personnel to cover all work patterns and communicate their identities to all staff.



If you are interested in becoming a first aider or appointed person, please inform your Line Manager or Parish Priest.

Should you require first aid treatment, please contact your nominated first aider/appointed person. Please ensure all accidents have been recorded accordingly.

First Aid supplies

A first aid box will be provided and should be kept stocked. If you use any of the contents please inform the persons responsible for the contents.

Gas Installations and Appliances

The Gas Safe Register (GSR), is the governing body approved by the Health & Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of the Archdiocese must be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so.

Hazardous Substances (COSHH)

All reasonable steps will be taken to ensure all exposure of staff to substances hazardous to health is prevented or at least controlled to within statutory limits.



The Archdiocese will give sufficient information and volunteers should read guidance provided to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Volunteers should **not** use any hazardous substance unless they have received the information and training for the safe use of that substance.

Infection Control

Confidentiality

Confidentiality will be maintained at all times in relation to volunteers who are known to have any infectious disease.

No health information will be disclosed without the written consent of the volunteers concerned and any breach of such confidentiality, either inside or outside the Archdiocese, will be regarded as a disciplinary offence and may result in disciplinary action.

Pandemics and Epidemics

When notified that the country is experiencing a pandemic or epidemic, the Archdiocese will aim to prevent the spread of infection through work-based activities by adopting suitable control measures.

Volunteers must:

- Assist the Archdiocese with implementing measures specified by government agencies including adopting alternative methods of working such as home working where needed
- Use any required personal protective equipment (PPE) as instructed
- Ensure that they inform the Archdiocese about any relevant changes to their medical circumstances
- Adopt good hygiene practices.

Legionnaires Disease

All reasonable steps will be taken to identify potential legionellosis hazards and to prevent or minimise the risk of exposure. At risk systems include the hot and cold water storage and distribution system.

To achieve control of legionella bacteria each parish in the Archdiocese will implement measures to ensure any growth of the bacteria is kept to a minimum and systems maintained.

Lone Working

For parishes, the Parish Priest will ensure, so far as is reasonably practicable, that employees, volunteers and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their Health & Safety. Volunteers and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Volunteers will be required to follow the safe working procedures devised including:

- When working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- Check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- If possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone to call into the office every couple of hours indicating your movements
- Do not put yourself at risk; if you do not feel safe discuss the situation with your immediate manager
- Report all accidents, injuries, near-misses and dangerous occurrences to the Parish Priest

Manual Handling

To prevent injuries and long-term ill-health from manual handling the parish will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the parish will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level. In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Information and Training

Adequate information and training will be provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution.

Health

No volunteer will be required to lift any item that they do not feel confident of doing without risking personal injury.

Volunteers who have a medical condition that may prevent them undertaking a task should notify the Parish Priest beforehand. Should you become injured whilst handling anything then this must be reported to the Parish Priest so it can be suitably investigated.

Outdoor and Peripatetic Working

The Archdiocese will ensure, so far as is reasonably practicable, that volunteers who work outdoors or away from their normal base are not put at any additional risk to their Health & Safety.

Volunteers working outdoors, or away from base, are responsible for ensuring that:

- They report any problems or shortcomings to the Parish Priest as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- The appropriate personal protective equipment provided is worn correctly and when required to do so. Any defects must be reported to the Parish Priest
- They are familiar with the emergency arrangements and that these are in place prior to starting work
- All accidents and incidents are reported to the Parish Priest.

Permits to Work

Non-routine work, such as maintenance, cleaning, equipment installation and refurbishment, can produce Health & Safety risks over and above those normally encountered in our day-to-day activities. Permits to work are designed to check that all eventualities have been considered when planning and organising this type of work and are an important means of minimising any risks involved.

Employees, clergy, volunteers, contractors and visitors are all expected to comply with the requirements of any permits that are in force.

Should volunteers experience any problems with the operation of permit-to-work systems, they should immediately inform a responsible person (usually a Parish Priest) so the Archdiocese can investigate and rectify the situation.

Permits to work exist to cover tasks carried out under certain circumstances and over limited time periods. They will therefore be displayed while the work specified is under way but will cease to operate when the tasks have been completed.

Personal Protective Equipment

The Archdiocese provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because Health & Safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

Volunteers provided with PPE must:





- Wear the PPE as instructed or where indicated by signage
- Maintain it in good condition
- Report any defects
- Ensure the PPE fits correctly, is comfortable and fully adjusted.

Volunteers may also be required to remove jewellery or other small items when using PPE. Volunteers must remove such items as instructed; employees with concerns about removing items worn for ethical, philosophical or cultural reasons should speak to the Parish Priest.

Risk Assessment

Risk Assessment involves identifying the hazards present in the volunteer workplace or arising out of any volunteer activity, and evaluating the extent of the risks involved to staff, volunteers and others, taking into account existing precautions and their effectiveness. The Archdiocese will arrange for competent people to carry out risk assessments of all activities, substances, equipment, plant or working conditions likely to give rise to a significant risk of injury or ill health.

Volunteers will be advised as to the results of the risk assessment process and the additional control measures to be implemented to reduce risk to an acceptable level. Volunteers are expected to support the risk assessment process and adopt any changed controls implemented to reduce risk to an acceptable level.

Safeguarding

All Archdiocese personnel, including administrative and facilities staff as well as volunteers, have a duty of care to all vulnerable adults and children.

The Archdiocese will promote awareness and best practice to deal with situations of suspected abuse or neglect and situations in which employees and / or volunteers are best placed to observe such signs. The Archdiocese has appointed the Safeguarding Advisor to be the main point of contact for safeguarding issues, who is responsible for providing support to staff and Parish Safeguarding Coordinators in their safeguarding duties and for liaising closely with the relevant social services such as children's social care.

Further Information

All volunteers should refer to the Parish Safeguarding Coordinator for full details of the Archdiocese's policy and arrangements for safeguarding.

Smoking

Smoking (including the use of all artificial smoking aids – electronic or otherwise) is not permitted within any of our premises to which members of the public, employees or volunteers have access.

Signs are displayed at entrances in accordance with statutory requirements. Smoking is also not permitted in any private vehicle when used on Archdiocesan business if it is being used to carry passengers.



Implementation

All are obliged to adhere to and facilitate the implementation of the policy.

Training

Training in Health & Safety is a legal requirement and also helps create competent staff at all levels within the Archdiocese to enable them to make a far more effective contribution to Health & Safety, whether as individuals, teams or groups.

All employees, clergy and volunteers will receive induction training.

Such training will cover:

Fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept by parishes for all volunteers.

Volunteers must:

- Participate in the induction training activities they have been required to attend or carry out
- Work according to the contents of any training they receive
- Ask for clarification of any points they do not fully understand
- Not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed
- Participate in online self-directed training modules on the 'Astute Learning' platform.

Violence to Volunteers

The Archdiocese recognises that in certain situations violent behaviour towards volunteers may occur and therefore will take all reasonable measures to protect volunteers from violence and aggression.

We define violence and aggression as:

- Actual or threatened physical assaults on volunteers
- Psychological abuse of volunteers
- Verbal abuse which includes shouting, swearing and gestures
- Threats against volunteers

All volunteers must familiarise themselves with any relevant risk assessments to help them prevent violence and aggression so far as possible and to help them manage it if it occurs.

If you are a witness or receive any violence or aggression towards you, then you should report this to the Parish Priest so that this can be recorded and investigated. The Archdiocese will support the decision of any volunteer wishing to press charges against the individual(s) involved. Access to counselling can also be provided where required.

Visitors

In the interest of safety and security, the Archdiocese will take the necessary measures to protect volunteers and visitors from any accidents or incidents that may occur during visiting.

Volunteers hosting visitors must ensure that:

- They are authorised to enter the premises or are accompanied
- They adhere to applicable Health & Safety instructions and rules during their visit

- Adequate information is provided to ensure their safety, including emergency information
- Any protective clothing required is provided and worn
- Any accidents / incidents involving visitors are reported through the accident reporting arrangements.

Volunteers who are aware of people on the premises who may be unauthorised should report these to their manager for action.

Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Work At Height

The Archdiocese will take all reasonable steps to provide a safe working environment for all volunteers who may be affected by work at height activities.

The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so. Where not practical, then the Archdiocese will ensure that all work activities that involve work at height are identified and assessed.

If working at height you must ensure that:

- The task has been assessed
- Suitable safety measures are in place
- Any equipment being used has been erected by a competent person and is safe to use
- You only use equipment for which you have been trained and are authorised to use.

Ladders are permitted for light, short duration work only and must be checked in advance of use and be secured to prevent displacement.

Work Equipment

The Archdiocese will provide a safe working environment in relation to work equipment safety and ensure all volunteers receive appropriate safety information and training in their work equipment.

Volunteers must:

- Only use work equipment for which they have received information and training
- Not undertake any maintenance work unless competent and authorised to do so
- Not interfere with or remove anything which has been provided for safety reasons
- Report defects immediately to the Parish Priest
- Use any personal protective equipment as required

HEALTH & SAFETY VOLUNTEER HANDBOOK ACKNOWLEDGEMENT FORM

Policy Acknowledgement

Please read the notes below and then sign this form. Return the form to the Parish Priest or Parish Health & Safety Representative.

Clearly, the Archdiocese will do all in our power to ensure the Health & Safety and welfare of all our volunteers and we look to our volunteers to abide by the Health & Safety standards laid down.

We have formulated our Health & Safety at Work Policy as legally required and this handbook informs you of those sections of the Policy which affect you.

You should read the information contained in this Handbook and adhere to the rules at all times.

Please discuss any queries you may have with the Archdiocese or the Parish Priest and sign this form.

I have read the Health & Safety Handbook and understand and accept its contents. I will keep myself informed of its contents.

Signature: _____ Date: _____

Print Name: _____