

St Edmundsbury Cathedral



Health and Safety Policy

It is the policy of the Chapter to ensure that in fulfilling its undertakings all statutory health and safety obligations are complied with. The Chapter will discharge those duties by ensuring that systems are in place to identify, assess, eliminate or otherwise control risks to health and safety.

The Chapter will seek to continually improve its safety performance through the application of best practice in the management of risks. By managing its risks the Chapter will endeavour to prevent harm to its employees, volunteers and members of the public and third party contractors who may be affected by its operations.

This policy will be delivered by the Chief Operating Officer with the responsibility for health and safety sitting with individual managers and employees.

All employees of the Cathedral have a duty under the health and safety legislation to secure, so far as is reasonably practicable, the health and safety of themselves and other people. The Chapter will provide information, instruction and training to employees to assist them in discharging their duties.

The Chapter will provide safe working conditions and safety information for those who give voluntary service to the Chapter. Volunteers will be required to carry out their services to the same or equivalent standards of safety as those required of employees.

This policy will apply equally to St Edmundsbury Cathedral Enterprises Ltd.

Putting the policy into effect

1. The responsibilities of the Chapter are, so far as are reasonably practicable:
 - Provision and maintenance of equipment and systems of work that are safe;
 - Provision of training and instruction to enable employees to perform their work safely and efficiently;
 - Implementation of methods and procedures to ensure that all operations and activity can be carried out safely;
 - Provision of a safe working environment with adequate welfare facilities.
2. The attainment of high and continuously improving health and safety standards is the responsibility of all. While at work, employees and volunteers shall:
 - Take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work;
 - Co-operate with the Chapter so as to enable them to perform or comply with any duty or requirement laid down by the law;
 - Use specific protective equipment when instructed to do so;
 - Use protective equipment whenever available if recommended to do so;
 - Report incidents which have led to injury or damage or could have led (i.e. “near-misses”) to injury or damage;

- Assist in the investigation of incidents with the purpose of introducing measures to prevent recurrence;
 - Draw the attention of the Chapter to any potential hazard by reporting to their line manager
 - Not interfere with or misuse anything provided in the interests of health, safety and welfare.
3. Certain staff members as part of their job role have an obligation to ensure safety procedures are followed.
- The Chief Operating Officer has the overall day-to-day responsibility for the health and welfare of staff, volunteers and visitors.
 - The following staff members have responsibility for ensuring that safety procedures are followed in their area of responsibility, and that appropriate risk assessments have been undertaken, recorded in writing, and are reviewed appropriately.

These persons are:	Area of responsibility
Head Verger	The Cathedral, Cathedral Centre, Cloisters, Ancient Library, Archives and Treasury, Cathedral grounds
Enterprises Retail Manager	Shop and Tourist Information Point
Enterprises Restaurant Managers	Pilgrims' Kitchen
Director and Assistant Director of Music	Music areas, Choirs and associated activities including FOCC.
Learning Managers	Learning Hub
Visitor Experience Manager	Visitor activities in the Cathedral/Cathedral Centre
Chief Operating Officer	Abbey House, Cathedral Library, Gallery, Peel and Gudgin and David Burr

Accidents, Injury and Damage

1. Reports of accidents, injury to persons and damage to property shall be made to the persons identified in the table below:

Location/Area	Report to
Pilgrims' Kitchen	Enterprises Catering Managers
Cathedral Shop and Tourist Information Point	Enterprises Retail Manager
Cloister Garth, Car Park, other external areas	Head Verger
Libraries, Treasury and Archives	Head Verger
Abbey House and Cathedral Library	Chief Operating Officer
Cathedral, Cathedral Centre and Cloisters	Head Verger
Song School and Music areas	Director of Music

Accident books and first aid kits are maintained in the Sacristy, Pilgrim's Kitchen, Shop, Learning Hub and Cathedral Office and can be completed by members of staff and volunteers.

At least one member of staff trained to provide first aid, are employed in each of the Sacristy, Pilgrims' Kitchen, Learning Hub and Cathedral Office. NB: All vergers are trained in First Aid.

2. Any defects, hazards or damage to machinery should be reported immediately to the appropriate line manager.
 - Accidents should always be entered in the Accident Book in compliance with Data Protection legislation.
 - All potentially dangerous near-misses should be reported, whether or not injury results. Hazard record books will be provided.
 - The statutory duty under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) will be discharged by the Chief Operating Officer.

In the Workplace

1. Use of Equipment

New plant and equipment will be purchased in accordance with national standards of design and manufacture wherever applicable. Any information supplied by the manufacturer which has implications for health and safety will be communicated to all those required to use such equipment.

Safe operation of all equipment is the responsibility of the person managing all those using the equipment. They are responsible for ensuring that an adequate risk assessment is carried out and any significant findings are recorded and communicated to their staff.

Arrangements exist for the periodic inspection and, where appropriate, testing of key items of equipment. Examples include:

- Pressure systems
- Ladders, scaffolds and working platforms
- Lifting equipment and personnel lifts
- Machine safety devices and machinery guards
- Electrical apparatus and installations
 - Emergency equipment including lighting, fire-alarm systems and fire-fighting equipment.

2. Manual handling

Where employees undertake manual handling of equipment etc, advice and training will be provided where appropriate.

3. Control of Substances Hazardous to Health

This concerns those substances with labels indicating that they have been classified under the Classification Packing and Labelling of Dangerous Substances Regulations. Where these are either used or stored, the relevant manufacturers' safety data sheets will be obtained by the appropriate departmental manager and the steps required by the Control of Substances Hazardous to Health Regulations (COSHH) will be taken, including the communication of this information to users of such substances.

4. Fire

The major threat of emergency facing the Cathedral is that of fire. Our policy aims to provide for effective management of fire safety throughout the Cathedral (site) by taking all measures, so far as is reasonably practicable, to reduce the risk of fire and minimise its effect. Adequate resources and funding will be sought to carry out and implement this policy.

The Chapter will comply with its statutory duties under the regulatory reform (Fire Safety) Order 2005 and all other relevant fire safety legislation.

The Chapter recognises that it has a responsibility to protect all staff, visitors and other occupants from the effects of fire. We therefore place the highest priority on the preservation of life and prevention of injury.

We also acknowledge the importance of preserving our buildings, and their contents, by taking all reasonable precautions to prevent the outbreak of fire.

The Chapter will make every effort to ensure that all steps are taken to detect incipient fires in premises under its control, so far as is reasonably practicable. Every effort will be made to ensure that the measures taken to protect property will be compatible with the architectural and archaeological integrity of the buildings.

The Chapter will ensure that all its staff are appropriately trained in all actions to be taken in the event of fire, and that pre-planned emergency procedures are in place for dealing with fire, in co-operation with the Fire Service and other emergency services.

Adequate records will be kept of all measures implemented to deal with fire, including records of all training, procedures and maintenance of fire equipment.

The Chapter will ensure that special precautions are introduced to monitor and minimise the risk of fire, which may result from special or occasional events and contract works.

5. Personal Protective Equipment

Personal protective equipment appropriate to the task being performed shall be worn. It is the responsibility of the individual to whom the equipment has been issued to wear that equipment as required, to take proper care of that equipment and to report any defects in the equipment to their line manager or supervisor without delay.

6. Good Housekeeping

Good housekeeping is a fundamental part of the safety policy in which **everyone** is required to play their part. Within all work-places arrangements exist for:

- The proper storage of clothing, tools and waste
- The provision of adequate space for machinery and workplace equipment
- The provision of adequate walkways
- The maintenance of free access and egress
- Maintaining clean work areas and washing, toilet and mess room facilities.

7. Use of contractors

Staff members employing contractors are responsible for ensuring that they are fully informed about all aspects of the safety procedures relevant to their activity. Staff must ensure that the particular hazards associated with working in their area, including the emergency procedures, are clearly understood, and all precautions specified and applied. Staff members are responsible for ensuring that contractors' equipment complies with relevant regulations.

8. Visitors

Access for visitors is only permitted to areas where they would be, so far as is reasonably practicable, free from foreseeable risk taking into account the physical agility of the visitor. Access will be denied to any part of the Cathedral if there is a significant risk that the health and safety of either the visitor, or any other person, may be jeopardised by such access.

9. Health and safety Committee

The Health and Safety committee has a general oversight of safety performance. It will review the policy and all procedures for health and safety, including fire safety, and will monitor all accidents and incidents. It will meet quarterly and will be composed, as a minimum, of the following:

- Member of Chapter (who will be chairman)
- Chief Operating Officer
- Canon Precentor (as clergy with responsibility for Fabric)
- Head Verger
- Maintenance Verger
- In attendance Cathedral PA (Minutes)

10. Consultation

The Health and Safety Committee will be the forum at which concerns about safety will be discussed. Employees have the right to raise any matter of concern by writing to the Chief Operating Officer. If appropriate the employee may be asked to attend a meeting of the committee.

September 2022