

## **Faith at Work in Worcestershire HEALTH & SAFETY POLICY**

1. Faith at Work in Worcestershire [FWW] is committed to the wellbeing of workers and volunteers: our Health and Safety Policy aims to keep all safe and manage risk. All chaplains are included in the FWW insurance policy for public liability, personal injury and third party claims. To be covered chaplains and staff must follow this policy.
2. Definitions: In this policy:
  - ‘chaplain’ refers to any person undertaking chaplaincy under the auspices of FWW, whether or not they also are part of locally organized church projects.
  - ‘Local team leader’ refers to the designated leader in a particular location. This could be geographical covering multiple businesses (such as a shopping centre) or a single organisation where more than one chaplain is involved.
  - ‘Staff’ refers to employees of FWW.
  - ‘Local site manager’ refers to the designated responsible person of the business/organisation being visited.
3. Most chaplaincy work takes place in premises that belong to other people; Health and Safety policy and procedures on site are generally the responsibility of the venue in which chaplaincy is operating. Chaplains are invited into the workplace and must comply with all local site regulations.
  - a. Any dangers or concerns should be reported to the local site managers. If these issues are ongoing, they should also be reported to the local team leader.
  - b. All site-specific Health and Safety courses, where appropriate, must be completed before going on site, and local Health and Safety rules followed.
  - c. All site-specific Personal Protective Equipment (PPE) must be used.
4. Significant incidents or ‘near-misses’ should be reported both to the local site managers and local team leader.
5. Local team leaders should report any incidents or near-misses to the FWW Development Officer, who is the designated Health and Safety Officer for FWW, who will make a quarterly report to Trustees.
6. Training in health and safety, including boundaries to confidentiality, shall be included in initial and continuing training of chaplains and overseen by the Development Officer, in conjunction with local team leaders.
7. A risk assessment, using a simple template provided by FWW, shall be carried out for each site visited by a chaplain, by the chaplain in conjunction with the local team leader. Where chaplains visit collective workplaces (such as shops in a shopping centre) this risk assessment may cover multiple sites. Copies of these risk assessments shall be lodged with the FWW office. All volunteers should be aware of and comply with the current risk assessment for the premises and activity they undertake.
8. Risk assessments shall be recorded and regularly reviewed, especially when there are material changes to a workplace.
9. Events organised by FWW will be appropriately risk-assessed and necessary Health and Safety briefings given.
10. This policy shall be applied to the FWW office, overseen by the Development Officer.

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