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Date of adoption	16 th September 2021
To be revised	16 th September 2024
Date of last revision	16 th September 2021
Responsible person	Dick Johnson, Development Officer
Version	2.0 (Sept 2021)

HEALTH, SAFETY AND WELLBEING POLICY

A. Introduction

1. Faith at Work in Worcestershire [FWW] is committed to the wellbeing of staff and volunteers: our Health and Safety Policy aims to keep all safe and manage risk. All staff and volunteers are included in the FWW insurance policy for public liability, personal injury and third-party claims. Where necessary cover is also arranged for specific roles such as trustee liability insurance. To be covered chaplains and staff must follow this policy.
2. Definitions: In this policy:
 - 'Volunteer' refers to any person undertaking an unpaid role with FWW. Common volunteer tasks include trustee and chaplain.
 - 'chaplain' refers to any person undertaking chaplaincy under the auspices of FWW and currently having an appointment as a chaplain, whether or not they also are part of locally organized church projects.
 - 'Local team leader' refers to the designated leader of chaplaincy 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.

B. Health and Safety

1. 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.
2. Significant incidents or 'near-misses' should be reported both to the local site managers and local team leader.

3. 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.
4. 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.
5. 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 chaplains should be aware of and comply with the current risk assessment for the premises and activity they undertake.
6. Risk assessments shall be recorded and regularly reviewed, especially when there are material changes to a workplace.
7. Events organised by FWW, including meetings of trustees and committees, will be appropriately risk-assessed and necessary Health and Safety briefings given.
8. This policy shall be applied to the FWW office as a location, overseen by the Development Officer.

C. Wellbeing

1. As well as the physical safety of staff and volunteers FWW aims to support the wellbeing of all its personnel. This includes safeguarding mental health and taking seriously how, in the course of chaplaincy, workers may share things that are troubling or traumatic.
2. FWW has taken steps to address this, as part of its Volunteer Policy. These include:
 - a) Clarity about the recruitment and appointment of volunteers, including identifying a volunteer's support person [Volunteer Policy paragraph 6], and what their assigned task is, in writing. This will include a letter of appointment, task profile, and H&S risk assessment. [Volunteer Policy paragraph 2.6].
 - b) As part of regular meetings (at least annually) with this support person any issues of concern will be discussed. [Volunteer policy Paragraph 6.3]. Where necessary, as a result, appropriate action will be taken, which may include, for example, changing a person's assignment or referral to a specialist counsellor.
 - c) A Problem Solving Procedure [Volunteer Policy paragraph 11].
 - d) Providing all necessary training to be able to carry out their assigned task. [Volunteer Policy paragraph 7].
3. In addition, in the case of chaplaincy, FWW will develop a local team approach which provides all chaplains with a local support group of fellow chaplains and others such as prayer supporters. This peer support is a key part of the reflection and learning all chaplains are encouraged to engage with.
4. In the case of staff these steps will be carried out as part of the regular line management of a staff member.