

# Health & Safety Policy

St. Michael  
The Marld, Ashtead,  
Surrey KT21 1RS

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## Table of Contents

1. General Information .....	2
2. General Statement of Policy .....	3
3. Organisation and Responsibilities .....	4
3.1. Responsibility of the Bishop and Trustees .....	4
3.2. Responsibility of the Diocesan Health and Safety Consultant .....	4
3.3. Responsibility of the Parish Priest.....	4
3.4. Responsibility of other named parish personnel or parish bodies .....	5
3.5. Responsibility of employees and voluntary workers .....	5
4. Arrangements .....	6
4.1. Accidents & First Aid .....	6
4.2. Contractors.....	7
4.3. Display Screen Equipment .....	7
4.4. Electrical Safety .....	8
4.5. Fire Safety.....	8
4.6. Food: Preparation of .....	9
4.7. Hazardous Buildings/ Glazing.....	10
4.8. Hazardous Substances .....	10
4.9. Lifting and Handling .....	11
4.10. Lighting.....	11
4.11. Personal Safety.....	11
4.12. Lone Working .....	11
4.13. Safeguarding of Children, Young People and Vulnerable Adults .....	12
4.14. Safety of Plant and Machinery .....	12
4.15. Risk Assessments.....	12
4.16. Slips, Trips and Falls – Condition of Floors, Steps and Paths .....	13
4.17. Smoking .....	13
4.18. Working at Height .....	14
4.19. Information and Enforcement .....	14

# 1. General Information

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**This document contains the health and safety policy for:**

St. Michael

The Marld, Ashtead, Surrey KT21 1RS

**Policy Date:** December 2010

**Review Date:** December 2011

This document has been prepared in accordance with the Health and Safety at Work etc. Act 1974 and the regulations made under it.

**The policy is in four sections:**

1. General Information
2. General statement of policy
3. Organisation and responsibilities
4. Arrangements

**To All Employees, Voluntary Helpers and Contractors:**

*The success of this policy depends on your co-operation. Consequently it is important that you read this document carefully and understand your role and the overall arrangements for health and safety.*

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## 2. General Statement of Policy

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We the Bishop and Trustees of the Roman Catholic Diocese of Arundel and Brighton recognise that effective and efficient management of health, safety and the environment is a management responsibility on an equal footing with other management spheres of operation.

We also recognise that we must comply with our common law and statutory obligations in relation to the environment and to the health, safety and welfare of all those who work for it whether as employees or volunteers and others associated with what we do in our parishes, Diocesan offices, our retreat centre (St. Cuthman's) and in our Diocesan independent schools.

We do this for the sake of the common good and the coming of the kingdom of God.

### **Our general statement of policy is to:**

- Ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, visitors and others who may use our parishes and other associated buildings.
- Provide adequate control of the health and safety risks arising from our work activities.
- Consult with our clergy, employees and volunteers on matters affecting their health and safety.
- Provide information, instruction and supervision for our clergy, employees and volunteers.
- Ensure that clergy, employees and volunteers are competent to undertake the tasks expected of them or provide access to suitable competence and training where necessary.
- Ensure that all hazardous substances are handled and used safely.
- Provide and maintaining safe plant and equipment.
- Maintain a healthy and safe environment for all those who use our facilities.
- Do all that is reasonable to prevent accidents and work related ill health.
- Monitor health and safety continuously and to review this policy in the light of any changes.

In turn all those who undertake work for the Diocese, whether they are clergy, employees, volunteers or contractors, are expected to act responsibly, to prevent injury to themselves and others, and to co-operate with us in all matters relating to health, safety and the environment.

### **Signature:**



### **Rev. Mgr. Canon John Hull. Vicar General**

For and on behalf of the Diocese of Arundel and Brighton

**Date:** October 2010

# 3. Organisation and Responsibilities

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## 3.1. Responsibility of the Bishop and Trustees

Overall responsibility for Health & Safety is that of The Bishop and Trustees, who will provide a suitable health and safety policy applicable to all Diocesan parishes, administrative centres, schools and St Cuthman's. They will also provide a framework for the management of health and safety throughout the Diocese (the Diocesan Health and Safety Management Programme).

The Bishop and Trustees are committed to the continual improvement of health and safety management in the Diocese by the regular review of health and safety policy and procedures throughout its premises and by the regular audit of the health and safety management system as a whole. The health and safety policy and procedures are updated accordingly.

## 3.2. Responsibility of the Diocesan Health and Safety Consultant

The Management of Health and Safety at Work Regulations 1999 (Regulation 7) require the appointment of one (or more) competent persons to assist with the measures necessary to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions. Accordingly The Bishop and Trustees have appointed a Diocesan Health and Safety Consultant, Nicola Worley Consultancy to advise them on health and safety at Diocesan level. Parishes have access to the Diocesan Health and Safety Consultant at their discretion and in particular where there is insufficient competence within the parish. This arrangement is sanctioned by the Bishop and Trustees of Arundel and Brighton.

The remit of the Diocesan Health and Safety Consultant is to provide relevant health and safety advice. There is no remit to enforce measures suggested in order to meet the requirements and prohibitions imposed by or under the relevant statutory provisions including the Regulatory Reform (Fire Safety) Order 2005.

We seek advice on health and safety issues as they occur from: Diocesan Health and Safety Consultant.

The Parish Priest is responsible for ensuring our risk assessments are carried out.

The Parish Priest is responsible for ensuring our annual review of our health and safety management system is carried out.

The Parish Priest is responsible for ensuring our quinquennial audit is carried out.

## 3.3. Responsibility of the Parish Priest

The parish priest has a general responsibility to ensure that the Health & Safety Policy is implemented in this parish. Our parish priest is: Rev. Canon Anthony Whale

The parish priest may delegate the day to day performance of his responsibilities to other church personnel which may take the form of a committee.

Our parish priest is committed to the Diocesan Health and Safety Management Programme which involves the carrying out of relevant risk assessments including as a minimum:

- Accidents and Emergencies
- Asbestos

- Electricity
- Fire
- Manual Handling
- Slips, trips and falls
- Work at Height

Once completed our risk assessments are reviewed annually or in the light of any changes to our buildings or activities and appropriate changes made. Every five years we carry out a whole system audit in our parish and make a report to the Bishop and Trustees.

### **3.4. Responsibility of other named parish personnel or parish bodies**

David Warnlock (Building/ Maintenance Coordinator) is responsible for assisting the parish priest in the pursuance of his statutory duties in respect of health and safety on a day to day basis.

### **3.5. Responsibility of employees and voluntary workers**

All employees and voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health & safety

# 4. Arrangements

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The following section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors, members of the congregation, visitors and contractors.

## 4.1. Accidents & First Aid

1. First aid boxes are located in:
  - The Parish Hall
  - The Church
2. We currently have no trained first aiders identified as providing first aid treatment at services and most parish events. Medically trained visitors usually attend our services and events and we are able to manage an emergency until trained help arrives.
3. All accidents and incidents are reported in an accident book.
4. Once completed accident report forms are kept in: The Parish Office
5. If any of our parish buildings are hired to outside organisations or individuals, they are informed in writing of our accident reporting procedure outlined below.
6. Accident records are regularly reviewed.

### *4.1.1. RIDDOR Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations 1995*

These accidents will be reported by: The Parish Priest

Accidents reportable under RIDDOR must first be reported to Bishop's House, Hove.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means to the relevant enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Bishop's House, Hove should be obtained.

The following is a summary of the injuries or occurrences that must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or non-employees including volunteers
- Major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting in admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work)
- Injuries to non-employees that require the injured person to be taken straight to hospital for treatment.

## 4.2. Contractors

1. Anyone entering our premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.
2. All contractors, including the self-employed, must abide by the following:
  - a. Have their own Health & Safety policy (where required by law) and be able to provide a copy of the same.
  - b. Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence is maintained.
  - c. Comply with all the requirements of this Health & Safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
  - d. Where plant and machinery is brought onto church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
  - e. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
  - f. Method statements/ risk assessments for proposed building and maintenance work will be requested from all contractors and the details discussed to ensure a common understanding of the areas where contractors are permitted to work and the extent of the work they are authorised to undertake.
  - g. Any 'high risk work' carried out on the premises will be carried out using a 'permit to work' and managed appropriately.
  - h. All contractors must observe our no smoking policy (see Smoking). People wishing to smoke must do so outside the buildings and dispose of cigarette litter in a manner appropriate to the prevention of fire.
3. Certain work to the church will be subject to the Construction (Design and Management) Regulations 2007. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even redecoration and conservation work which:
  - a. Lasts for more than 30 days, or
  - b. Involves more than 500 person days of work.Where appropriate a CDM Coordinator, Designer and Principal Contractor will be appointed and a Health & Safety File produced.
4. Where parish property is included on the list of buildings of special architectural or historical interest or which merit inclusion on such a list alterations and repairs will be sanctioned through the appropriate channels.<sup>1</sup>

## 4.3. Display Screen Equipment

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible.

The following factors will be considered when carrying out risk assessments:

- Stability and legibility of the screen
- Contrast and brightness of the screen
- Tilt and swivel of the screen
- Suitability of keyboards, desks and chairs

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<sup>1</sup> Refer to Parish Administration Manual

- The work station environment
- The user friendliness of the software

Daily work routines will involve periods away from the screen. When necessary risk assessments will be carried out.

#### 4.4. Electrical Safety

1. Misuse or abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. Accordingly we are committed to ensuring a high standard of electrical safety.
2. All of our portable electrical equipment will be tested and inspected by a competent contractor (who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body) to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of. This combined test and inspection will be carried out at least annually.
3. We encourage users of our electrical equipment to be vigilant and report any damaged or faulty equipment to the parish office.
4. We ask that users of our electrical equipment do not attempt to use or repair equipment which is faulty.
5. It is our policy that any electrical equipment other than that belonging to the parish must be tested in accordance with current regulations and the equipment supplier must be able to provide an appropriate Portable Appliance Test (PAT) certificate if requested.
6. We ask that electrical equipment is switched off and disconnected when not in use for long periods unless you are specifically advised otherwise.
7. We discourage the use of extension cables and socket adaptors. Where the use of such equipment is unavoidable we ask that care is taken to avoid overheating; avoid contact with combustible material and avoid creating trip hazards.
8. It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
9. A visual inspection will be carried out of the fixed electrical installation at regular intervals. Any defects will be reported to The Parish Office
10. Every five years, our fixed electrical installation will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body.
11. At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.

#### 4.5. Fire Safety

##### 4.5.1. Our Policy:

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

- An assessment of the fire risks in the parish buildings and the risks to our neighbours. A copy of our fire risk assessment is kept in: The Parish Office
- A check that a fire can be detected in a reasonable time and that people can be warned.
- A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting and fire exit signage
- A check that those in the building know what to do if there is a fire.
- To provide reasonable fire fighting equipment.
- A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.
- Regular inspections and maintenance to all our fire protection plant and equipment. Records of inspections and maintenance are kept in our Fire Log which is kept in: The Parish Office.

#### ***4.5.2. Our Emergency Fire Plan:***

##### **In the event of fire in any part of the building:**

- Immediately raise the alarm by a shout of fire.
- A designated person will call the fire brigade by the following means: dialling 999 from the nearest available telephone which may be a mobile telephone.
  - Provide the operator with the premises address AND any other relevant details e.g. the seat of the fire (if known) e.g. roof.
- Check the building for occupants.
- Attack the fire if you have been trained to do so using the appliances provided, but without taking personal risk.
- If it is not possible to attack the fire, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is people before property.
- Evacuate to the designated assembly point:
  - The Car Park
- Await the fire brigade.
- Ensure clear access for emergency vehicles.
- Do not stop to collect personal belongings.
- Do not reenter the building until you are told it is safe to do so.

#### **4.6. Food: Preparation of**

- We endeavour to follow the appropriate regulations governing the preparation and storage of foodstuffs.
- We ensure that all food handlers have access to appropriate information on safe food handling.

- We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
- Before any preparation commences all surfaces coming into contact with food must be washed down and disinfected.
- We advise persons with food allergies to take precautions appropriate to their needs and to avoid consuming food stuffs provided by the parish.
- We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

#### **4.7. Hazardous Buildings/ Glazing**

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected regularly including a detailed check carried out every five years by our buildings surveyor.
2. Any defects noted are immediately reported to: The Parish Office.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check has been made to identify asbestos in the buildings by a competent person. Findings have indicated some asbestos in the church boiler room and the garage. The material is monitored regularly to ensure it remains in a safe condition and is labelled. Any invasive work likely to put people at risk of exposure to asbestos must take this into account. No unauthorised invasive work may be carried out on any of the parish buildings.
5. If asbestos is discovered in the buildings and where it remains in place it will be made safe, included on an asbestos inventory located in the parish office and monitored regularly to ensure it remains in a safe condition. Where necessary, asbestos will be removed by an approved contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.
6. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

#### **4.8. Hazardous Substances**

1. We maintain a list of all hazardous substances used in the buildings. This list is kept in: The Parish Office
2. Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:
  - For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, explosive, oxidising, or dangerous for the environment' data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident must be followed.
3. All our employees and voluntary workers should ensure the following:

- Do not mix chemicals.
- Do not store chemicals in unmarked containers.
- Do not bring chemicals onto church premises unless you have cleared this with the responsible person.
- Any chemicals used on site must be of a recognised proprietary brand.

#### **4.9. Lifting and Handling**

- Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
- Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
- Appropriate information will be given to all those employees and voluntary workers who are required to undertake manual handling.
- Only those persons who have received the appropriate information are authorised to undertake manual handling tasks.

#### **4.10. Lighting**

- In order to ensure that the buildings are adequately lit, a regular inspection will be made to ensure that all lights in the buildings and outside are working.
- Any bulbs that require replacing will be reported to The Parish Office. Arrangements will be made to ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

#### **4.11. Personal Safety**

- Risk assessments are undertaken to assess the risks to persons working alone in the buildings, travelling to and from the buildings, accepting persons into their homes and handling cash and other valuables.
- Where appropriate procedures are drawn up including appropriate control measures. Relevant persons are informed of any procedures which affect them.

#### **4.12. Lone Working**

As far as possible our aim is to avoid lone working. However, we recognise that there may be occasions when it is necessary to work alone at times when the building is otherwise unoccupied.

The following procedures apply to all lone working:

- Lone working must be authorised by: The Parish Priest or his authorised delegate.
- The expected duration of the lone working will be established and the worker will agree to ensure a designated person of his/ her choice is expecting to be contacted by a prearranged means at or close to the agreed finish time.
- When working in the building alone the worker will secure the building or part of the building in which they are working, to prevent access from the outside. The worker will not permit access unless they have verified the legitimacy of the visitor.
- A key will be issued to the worker by: The Parish Priest or his authorised delegate. The key must be returned at a prearranged time.

- Clear instructions on securing the building will be issued with the key. These must be followed.
- For parish employees: Lone working which involves overtime will be managed in accordance with the Working Time Regulations 2008

#### 4.13. Safeguarding of Children, Young People and Vulnerable Adults

Our parish is committed to safeguarding children, young people and vulnerable adults in accordance with the procedures issued by the Catholic Safeguarding Advisory Service (CSAS).

**Our Safeguarding Officer is:** Keith Merritt

**He can be contacted at:** The Parish Office

#### Issues relating to safeguarding should be referred to:

The Diocesan Safeguarding Officer Mr Philip Wright

Bishop's House, Hove

Telephone: 01273 241203

E mail: [philip.wright@dabnet.org](mailto:philip.wright@dabnet.org)

#### 4.14. Safety of Plant and Machinery

The procedures for checking and rules for use are as follows:

- Do not operate plant and machinery that you have not been trained or are not authorised to use.
- Do not use machinery for a purpose it was not intended for.
- Switch off machinery before any adjustments are made.
- After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
- Check that plant or machinery is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects before you use it.
- Wear the appropriate personal protective equipment when operating any item of plant or machinery. If you are not sure whether you need personal protective equipment then check with The Parish Office.
- Persons under the age of 18 years may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
- Ladders and other work at height equipment may only be used by authorised personnel and must be used in accordance with the requirements of current regulations.<sup>2</sup>
- Any defect and damage found to any item of plant or machinery must be reported to The Parish Office.
- All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.
- Do not work on your own unless you have a means of communication and have notified someone of the details of the work you are doing and agreed a procedure to ensure your safety is checked on.

#### 4.15. Risk Assessments

Risk assessments will be carried out on all areas of the church premises and all activities that carry significant risk at regular intervals by the responsible person in order to meet our obligations under the Management of Health and Safety at Work Regulations 1999.

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<sup>2</sup> See Work at Height

**The person responsible is:** The Parish Priest

We currently carry out a general health and safety risk assessment which includes the following activities:

- Accidents & emergencies
- Asbestos
- Electricity
- Fire
- Harmful substances
- Manual handling
- Slips, trips and falls
- Work at height

**Risk assessments are kept in:** The Parish Office.

#### **4.16. Slips, Trips and Falls – Condition of Floors, Steps and Paths**

An inspection of our premises will be made regularly in order to reduce as far as is reasonably practicable the risk of slips, trips and falls.

The inspection will include:

- all floors and stairs in the buildings
- all paths, steps and ramps in the grounds.

Any defects will be reported to The Parish Office. Arrangements will be made for repairs or remedial measures to be carried out.

#### **4.17. Smoking**

**4.17.1.** Our smoking policy has been developed to protect all those people using our premises including employees, volunteers, contractors and members of the public from exposure to second hand smoke and to assist in compliance with the Health Act 2006.

**4.17.2.** Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. It is accepted that ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

**4.17.3.** It is our policy that all our buildings are smoke free, and all people using our facilities either as a place of work or for pleasure have a right to a smoke free environment. Smoking is prohibited in all enclosed and substantially enclosed premises. This policy applies to all employees, volunteers, consultants, contractors and visitors.

**4.17.4.** Responsibility for implementing this policy rests with: The Parish Priest. However, all employees and volunteers are obliged to adhere to and support the implementation of the policy.

**4.17.5.** 'No-smoking' signs are clearly displayed on the entrance to our buildings.

**4.17.6.** People wishing to smoke must do so: outside the buildings.

**4.17.7.** People smoking outside must ensure they have disposed of their smoking material in a manner which avoids a fire starting.

**4.17.8.** Under no circumstances must waste smoking material be brought back into the building for disposal.

**4.17.9.** All personnel are asked to co-operate with the implementation of this policy. Personnel who do not comply with this policy are in breach of the smoke free law and may be liable to a fixed penalty, fine and possible criminal prosecution.

**4.17.10.** The NHS offers a range of free services to help smokers give up. Visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 022 4 332 for details.

## **4.18. Working at Height**

**4.18.1.** All work requiring a standing height in excess of 2 metres is designated as high level.

**4.18.2.** Only persons working with the authority of the insurer (Catholic Churches Insurance Association) or professional contractors may work at high level.

### **The following procedures must be followed for all work at height:**

- a. Ensure those involved are physically capable of working at height.
- b. Ensure those involved are competent to carry out the task.
- c. Obey the 2 metre rule.
- d. Dress appropriately.
- e. Select the correct equipment having due regard for the site and weather conditions.
- f. Set up the equipment correctly including user checks to make sure the equipment you are using is safe.
- g. Use the equipment correctly.
- h. Never work at height alone.
- i. Warn other people that work at height is being carried out.
- j. Clean up properly at the end of the task.

**4.18.3.** A ladder register and the findings of ladder inspections are kept in: The Parish Office

## **4.19. Information and Enforcement**

**4.19.1.** The person responsible for health & safety in our parish is:

**Contact:** Rev. Canon Anthony Whale (the Parish Priest)

**Address:**

The Priest's House

The Marld

Ashtead

Surrey KT21 1RS

**Telephone:** 01372 272267

**4.19.2.** The person or body responsible for health & safety in our Diocese is:

The Bishop and Trustees of the Diocese of Arundel and Brighton

**Contact:** Rev. Mgr. Canon John Hull VG

**Address:**

Bishop's House

The Upper Drive

Hove

East Sussex BN3 6NE

**Telephone:** 01273 506387

**4.19.3.** The person responsible for the provision of health and safety information in our Diocese is:

**Contact:** Nicki Worley

**Address:**

nicola worley consultancy  
Unit 23 Hewitts Estate  
Elmbridge Road  
Cranleigh  
Surrey GU6 8LW

**Telephone:** 01483 548081

**Email:** nworley@nwconsultancy.co.uk

**4.19.4.** Environmental Health Service Information:

*The Environmental Health Department of our local council*

**Contact:** Mole Valley District Council

**Address:**

Pippbrook  
Dorking  
Surrey RH4 1SJ

**Telephone:** 01306 885001

**4.19.5.** Employment Medical Advisory Service Information:

*The Medical Advisory Service is a part of the Health & Safety Executive and is able to provide guidance on health matter.*

**Address:**

Phoenix House  
23-25 Cantelupe Road  
East Grinstead  
West Sussex RH19 3BE

**Telephone:** 01342 334200

**4.19.6.** Health & Safety Executive

**Information Line:** 0845 345 0055

**HSE Books:** 01787 881165