



# ELY CATHEDRAL CATHEDRAL CENTRE

---

## **HEALTH AND SAFETY POLICY STATEMENT**

Health & Safety at Work etc. Act 1974

**Section A Policy Statement & Responsibilities**

**1. General Statement of Policy**

**Ely Cathedral Safeguarding Policy Statement**

Ely Cathedral is committed to safeguarding all those who attend the worship and other activities that we offer.

Ely Cathedral accepts the prime duty of care for children and vulnerable adults.

Ely Cathedral follows recommended safeguarding practice in recruiting, training and supporting our ordained and lay ministers, our employees and our volunteers.

We follow the House of Bishops' Policy, 'Protecting All God's Children' (2010) and the Diocese of Ely Safeguarding Policy (2012) on which our policy is based.

Ely Cathedral Safeguarding Policy for Children and Vulnerable Adults can be viewed on our website; [www.elycathedral.org](http://www.elycathedral.org)

The Cathedral Safeguarding Officer is Jan Munt

She can be contacted at:  
Ely Cathedral Education and Conference Centre, Palace Green, Ely, Cambs. CB7 4EW.  
01353 659668  
cathedral.education@cathedral.ely.anglican.org



Signed ..... Dean of Ely

Date .....January 2013.....

## **2. Responsibilities.**

2.1 Overall and final responsibility for health & safety in the Cathedral Centre is that of the Chapter of Ely Cathedral.

2.2 The Cathedral Administrator is responsible for this policy being carried out at the premises of The Cathedral Centre.

2.3 The following supervisor is responsible for safety in the Cathedral Centre:

Cathedral Centre Manager

2.4 All employees and volunteers have the responsibility to be familiar with the contents of this document, to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

2.5 Whenever an employee, volunteer, supervisor or manager notices a health and safety problem which they are not able to put right, they must straightaway tell the appropriate person named above. They may also tell a member of the Health & Safety Committee who are:

- The Canon Pastor
- Cathedral Administrator
- SGM Representative
- Education Officer
- Operations Manager
- Clerk of Works
- Technical Administrator

2.6 People responsible for monitoring maintenance of plant and equipment:

Cathedral Centre Manager

### **Section B General Arrangements & Training**

#### **General Arrangements**

##### **Accidents**

First Aid Box is kept in the Cathedral Centre.

Trained/qualified first aider for the Cathedral Centre is Mrs. Claire Mills.

Appointed person responsible for the first aid box in the Cathedral Centre is the Centre Manager

Accident record book is kept in the Cathedral Centre

### **General Fire Safety**

Escape routes are checked by the Department manager once a month.

Fire extinguishers are checked by the Department manager monthly.

Fire extinguisher Maintenance Company: Chubb Fire Ltd

Fire alarms Maintenance Company: Defensor Ltd.

The Centre Manager is responsible for the maintenance of the equipment and to inform the relevant maintenance companies when problems arise, and if necessary, when routine maintenance is due. The Centre Managers is also responsible for keeping written records of all dealings with maintenance companies and for reporting in writing to the Cathedral Administrator after each and every visit by a maintenance company.

### **Advice and Consultancy**

Local inspector's office and telephone number:

East Cambs District Council, Nutholt Lane, Ely Tel. 01353 665555

### **Training**

Centre Manager is responsible for departmental training in the Cathedral Centre.

### **Special Training**

If hazardous jobs are needed special training will be given to all in the Cathedral Centre who need it by the Centre Manager.

## **Section C Guidance in Construction and Maintenance**

Refer to the Cathedral Health & Safety Document.

## **Section D Emergency Information**

Refer to the Cathedral Health & Safety Document

### **Emergency Procedures**

Damage to the building – Refer to the Cathedral Health & Safety Document.

Theft of Cathedral Centre property or other items – Refer to the Cathedral Health & Safety Document.

Gas Leak. – Refer to the Cathedral Health & Safety Document.

Power Failure – Refer to the Cathedral Health & Safety Document.

Flooding – Refer to the Cathedral Health & Safety Document

Medical Emergencies – Refer to the Cathedral Health & Safety Document

Explosions – Refer to the Cathedral Health & Safety Document

Suspicious Item/ Bomb Scare – Refer to the Cathedral Health & Safety Document

Fire – Refer to the Cathedral Health & Safety Document

On hearing a fire alarm – Refer to the Cathedral Health & Safety Document

Evacuation Procedure – Refer to the Cathedral Health & Safety Document

## **SECTION E Hazards & Equipment Testing**

Electrical, Gas & Safety Equipment

Routine for inspecting plugs etc – Refer to the Cathedral Health & Safety Document

Rules for use of extension leads and portable equipment – Refer to the Cathedral Health & Safety Document.

Equipment Testing – Refer to the Cathedral Health & Safety Document.

## **SECTION F Further Help**

Where to get further help – Refer to the Cathedral Health and Safety Document.

## **SECTION G Safeguarding**

Safeguarding Policy Statement – Refer to the Cathedral Health and Safety Policy.