



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

HEALTH & SAFETY AND PROPERTY 2025

Fr Jonathan How will open our Forum at 10am

www.abdiocese.org.uk

OPENING PRAYER



Lord, the Word who is Life.
You have blessed our individual
communities with years of faith,
service and love.
Now, as we unite in new parishes,
may we grow in openness
to the power of the Holy Spirit,
so that through a growth
in understanding and courage,
and truly open to your call,
we may bear powerful witness
to all around us,
for you are Lord for ever and ever.
Amen

AGENDA & INTRODUCTIONS

Fr Jonathan How, Chair of H&S Committee: Health & Safety Progress

Stefy Jurado-Montoya, H&S Officer: Fire Risk Assessments, Help from Volunteers

Nicki Worley, H&S Competent Person: Work at Height, Parish Pilgrimages, Martyn's Law

Amanda Jones, Property Manager (Residential & Facilities): Insurance Updates

Gareth Zaver, Head of Property: Property

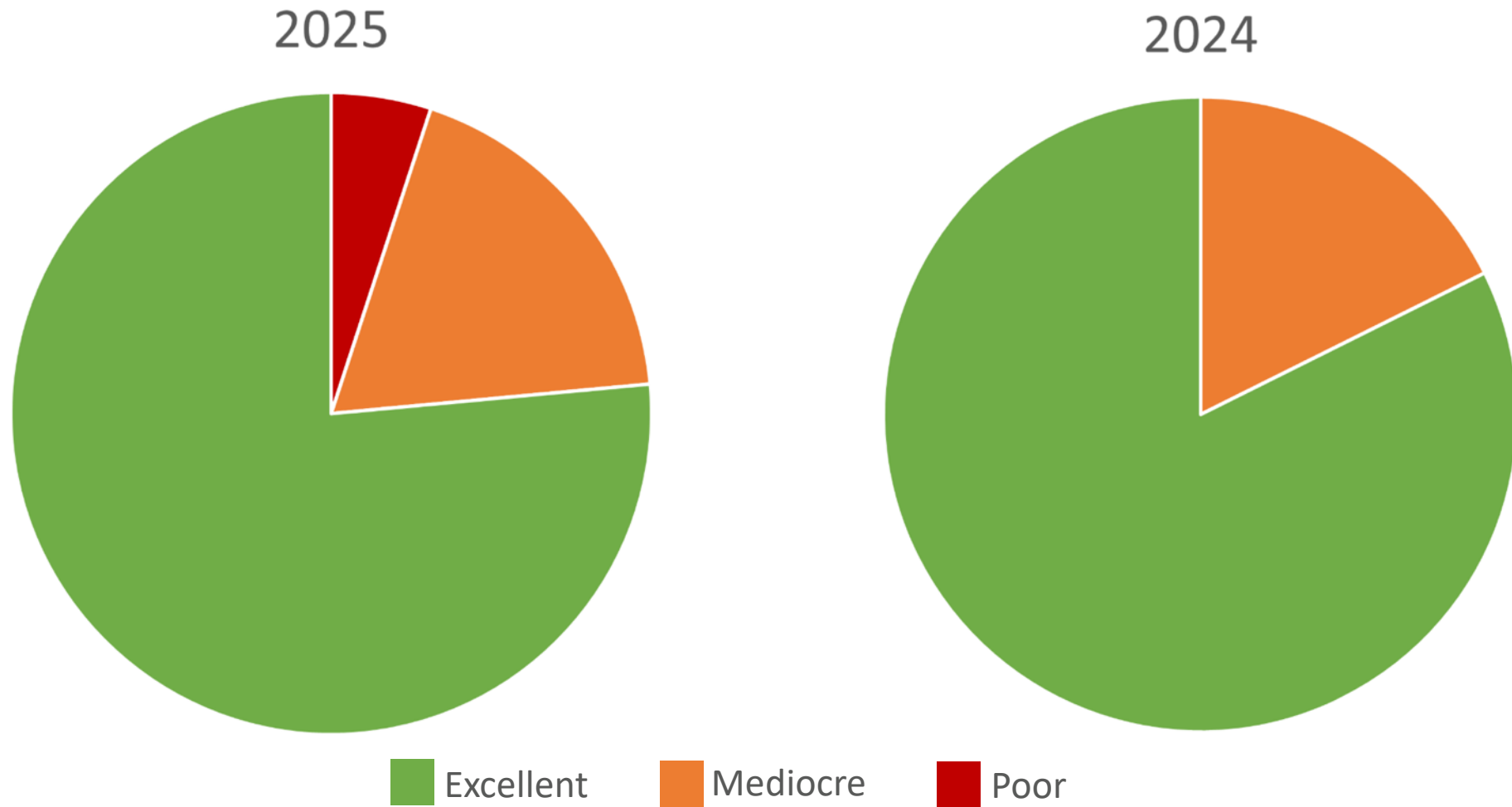
Sarah Kilmartin, Chief Operation Officer (COO): Q&A with Panellists

Discussion Forum – Please participate using Q&A

A photograph of two priests in white robes standing in a church, holding a large, ornate crucifix. The scene is dimly lit with warm, golden light. In the background, a wooden altar and a small poster of the Virgin Mary are visible. The text "HEALTH & SAFETY PROGRESS" is overlaid in white serif font.

HEALTH & SAFETY PROGRESS

HEALTH & SAFETY PROGRESS



A group of people, likely altar servers or choir members, are shown in profile, facing right. They are wearing white robes with dark collars and cuffs. Each person is holding a tall, ornate brass candlestick with a single lit candle. The background is softly blurred, showing more people in similar attire and a red banner with gold tassels hanging on the left. The overall atmosphere is solemn and ceremonial.

FIRE RISK ASSESSMENTS

FIRE RISK ASSESSMENT PROJECT

- All Fire Risk Assessments have now been completed, and everyone should have received their reports
- Follow up action is both statutory and insurance requirement
- 37% of Parishes still have high or very high priority actions to address or provide evidence
- Common action points are:
 - Fire detection and warning
 - Fire Signs and Notices – **via churchmarketplace**
 - Emergency Lighting
 - Proof of Statutory Inspections (EICR, Gas Safety Checks)

W: www.churchmarketplace.org.uk/organisations_membership_registration.php

SUBTASKS



Working through subtasks

- The fire risk assessment show as black until the very high and high priority tasks have been completed.
- To complete the subtasks, you will need to go into the 'Fire Risk Assessment (Consultant)' task where the subtasks will all appear, the high and very high priority tasks will have either 2 or 3 red arrows.
- You can then add attachments to evidence the work complete and add comments and notes.
- Once you have uploaded the evidence you can complete the subtask by clicking on complete and adding the date (of the work).

FINALISING SUBTASKS



- Once all those high priority tasks have been completed the Fire Risk Assessment task will turn green, however there will still be other subtasks that need to be addressed.
- If there are any subtasks that you feel do not apply to you, or you are unsure of, please contact us – **please do not ignore!**
- If you need further support, there is a video on Safety Toolbox which talks you through how to do this – you can also contact me;

E: stefy.jurado-montoya@abdiocese.org.uk

T: 01293 651145



VOLUNTEERS

VOLUNTEERS

The help and support of volunteers is invaluable where they have the relevant skills and supervision:

- **Relevant training:** for the tasks, especially where health & safety aspects
- **Appropriate skills:** they have the necessary practical abilities
- **Experience:** sufficient familiarity to understand the risks and responsibilities involved
- **Knowledge of risks:** they understand the relevant hazards and precautions needed.
- **Leadership:** every activity should have a designated leader responsible for safety, especially where there is higher risk or more people

The priest with care of the community is responsible for ensuring that risk assessments are completed. Please assist him!

A photograph of a church interior during a service. In the foreground, two young men are seated in a pew, looking towards the front of the church. The man on the left is of East Asian descent, wearing a light-colored jacket over a dark t-shirt with a graphic. The man on the right is of African descent, wearing a grey button-down shirt. Behind them, other congregants of various ages and ethnicities are seated in wooden pews. The church has a high ceiling with arched windows and a central column. The word "INSURANCE" is overlaid in white serif font in the center of the image.

INSURANCE

CONDITIONS OF INSURANCE



Annually: Inspect all rainwater goods and review Fire Risk Assessment (FRA)

Every 3 Years: Inspect all flat roofs, this should be done by someone with relevant knowledge and expertise

Every 5 Years: Arrange electrical inspection and obtain Condition Report (EICR)

Every 5 Years: Ensure compliance by arranging a fire risk assessment. Failure may result in £5,000 excess on fire claims

Always retain copies of inspection records and certificates as these must be produced to insurers in the event of a claim. Tree inspection is a good example

CONTRACTOR INSURANCE

Before work starts, check contractor's **Public Liability Insurance**.

For “Dangerous Works” - work on roofs, on utilities (gas/electric/ water), or ‘hot work’ (work involving the application of heat):

- Must have necessary skills and experience
- Public Liability insurance minimum **£5 million**

Where “hot work” is involved, (e.g., use of blow torches):

- The contractor must provide a Hot Works Permit, Method Statement, Risk Assessment and evidence that their Public Liability insurance covers hot work. If you don't have a building professional who can review this contact the office.

If no Dangerous Work, must hold Public Liability insurance minimum **£1 million**.

Projects over £250,000: contact the insurers to arrange **Contract Works cover**.

CLERGY TRAVEL INSURANCE



You must notify the Catholic Insurance Service (CIS) in advance of every trip; w: catholicinsuranceservice.co.uk

- Either a holiday/personal trips form or a form for 'business' trips.
- If you are travelling on diocesan 'business' e.g. diocesan/parish pilgrimage copy the COO; E: coo@abdiocese.org.uk
- CIS want to confirm the trip is on the 'business' of the Diocese/insured organisation and not for another charity e.g HCPT, Stella Maris
- High Risk Territories - Travel to high-risk territories must be notified at least 10 days prior to departure. An additional premium may be payable.



WORK AT HEIGHT

PROPERTY HAZARDS



Work at Height – Key Principles

Definition:

- Any place where a fall could result in injury.

Legal Requirement:

- Work at Height Regulations 2005: If unavoidable, you must use measures to prevent falls.

Planning the Task:

- Can the task be done without working at height?

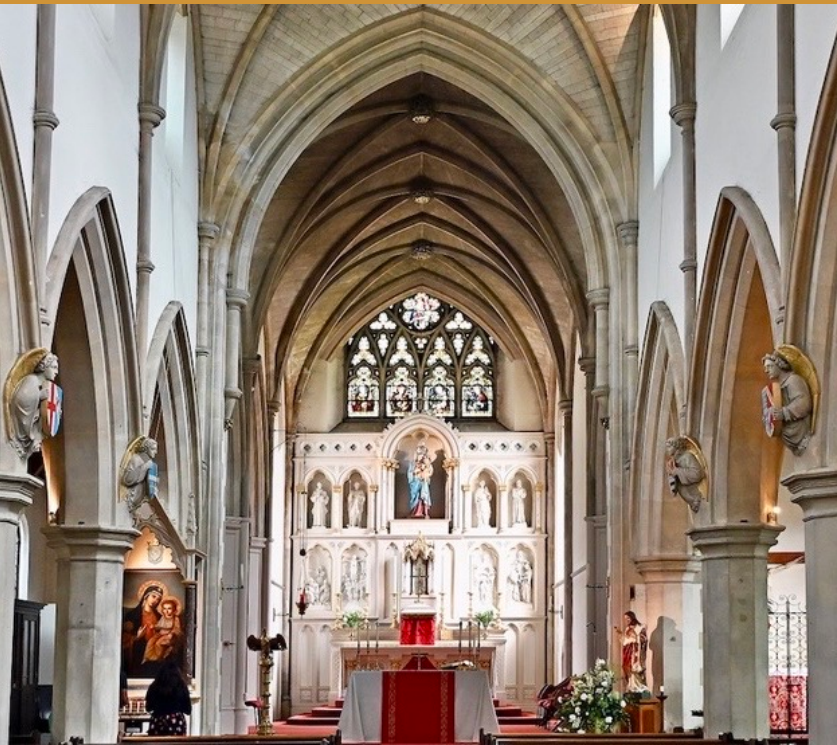
CONSIDERATIONS



- **Height:** Very high work = contractors only
- **Duration:** Ladders for tasks < 30 minutes
- **Stability:** Is the ground/ladder stable?
- **3 Point rule:** Maintain two hands and a foot, or two feet and a hand at all times
- **Space:** Enough room to work safely?
- **Fall risk:** What's below? (e.g., railings, water, road)
- **Equipment:** Right tools in good condition?
(User checks and formal inspections)
- **Personnel:** Competent, trained, supervised, insured.
No lone working
- **Other Risks:** Asbestos, electricity, manual handling, weather

If unsure, hire a contractor

WORK AT HEIGHT



Controlling and managing work at height

Oversight:

- Know what's happening in your parish.
- Assess tasks using planning points.
- Decide what volunteers can do vs. what needs contractors.

Safety First:

- Saving time/money = excuse for unsafe work.

WORK AT HEIGHT

Guidelines:

- No tasks with fall risk > 2m
- No lone working
- Only competent, supervised individuals
- Lock away equipment – access only for authorised users
- Conduct risk assessments
- Involve task participants
- Share findings with all involved
- Final sign-off: a Parish Priest
- Review regularly

Resources:

Use SafetyToolbox:

- General Work at Height Risk Assessment
- Guidance in Work at Height section



MARTYN'S LAW

MARTYN'S LAW

- **Passed April 2025:** enforcement expected in 12–18 months
- Applies to publicly accessible locations, including churches
- Two Tier approach: Standard Tier: 200–799 attendees (churches fall here)
- Requires basic, low-cost emergency planning & training
- **No action required yet:** await official guidance, we will support
- Avoid unauthorised consultants/training offers
- Use free resources from ProtectUK to raise awareness
- Be practical & reassuring: avoid causing alarm to visitors

A photograph of a religious procession. In the center, a statue of the Virgin Mary seated with the Christ Child on her lap is carried on a wooden float. The statue is dressed in traditional blue and red robes, with a halo around the Virgin's head. The float is being carried by several people, with their hands visible on the wooden beams. In the foreground, a man in a dark jacket looks towards the camera, while two women, one with blonde hair and one with glasses, look towards the statue. To the right, a woman in a grey hooded jacket smiles and gestures with her hand. In the background, a brick building and green foliage are visible.

PARISH TRIPS & PILGRIMAGES

PARISH TRIPS & PILGRIMAGES

Planning Essentials

- Leadership Roles: Identify Pilgrimage Leader/ Responsible person
- Create an event profile
- Use the Event/Activity Checklist on SafetyToolbox
- Confirm trip is approved by the Parish Priest, inform COO office
- Arrange travel insurance

Nearer the time

- Check latest advice on the Foreign & Commonwealth Office website.
- Update any sub-tasks before departure

After the Pilgrimage

- Debrief discussion: what went well and what could improve
- Report any incidents or near misses
- Keep records to support future planning

A circular frame, resembling a porthole or a window, contains a photograph of a social gathering. The scene is indoors, with a large white screen or projection board in the background. Several people are visible, some standing and talking, others seated at a table in the foreground. The lighting is warm and slightly dim. The text "PROPERTY LETTINGS" is overlaid in a white, serif font across the center of the image.

PROPERTY LETTINGS

LETTING DIOCESAN PROPERTIES



Having the correct paperwork is essential for legal protection, clarity, and compliance. Parishes often have the following arrangements in place for parish buildings:

- **One-off hires:** Private functions like parties
- **Licence agreement:** A hirer uses the space at a prescribed time each week but does not have sole access to the building
- **Lease:** This will cover the full sole use of a building or space on a commercial basis
- **Private rental Tenancy Agreement:** Renting a property as a home

LETTING DIOCESAN PROPERTIES

The diocesan website contains paperwork and advice for one-off hires and licences under **Lettings, Hires and Property Transactions:**

W: www.abdiocese.org.uk/administration-finance/lettings

All leases and tenancies must be drawn up by our solicitors (DMH Stallard LLP) via the Property Team. Please contact The St Philip Howard Property Office with an agreement request so we can provide the correct paperwork;

E: gareth.zaver@abdiocese.org.uk

T: 01293 651145

RESIDENTIAL LETTING



Residential Letting: where the parish is not using a Letting Agent, they should work with the Diocesan Property team to record provision of following documents to the tenant at the start of the tenancy:

- Signed Tenancy Agreement
- Energy Performance Certificate (EPC)
- Right to Rent – Passport or Visa checks
- Electrical Installation Condition Report (EICR)
- Gas Safety Certificate (if applicable)
- How To Rent Guide (from gov.uk)
- Copy of the Tenancy Deposit Registration.

Ensure the property is set up on SafetyToolbox with all required tasks completed before tenancy starts.

RENTER'S RIGHTS ACT 2025

The Renters Rights Act 2025 has now become law (Royal Assent) and Stage 1 takes effect 1 May 2026. It strengthens tenants' protections and raises rental standards. Key changes include stricter rent limits, stronger eviction safeguards, greater transparency, and improved housing conditions (Awaabs Law). It also introduces a Renters' Ombudsman and longer-term tenancy security.

The Stage 1 changes are:

- **Stricter rent increases:** limits on how often and how much rents can rise
- **Enhanced eviction protections:** longer notice periods and clearer, more justified eviction grounds
- **Transparency:** landlords must provide clear rental terms, fees, and property condition information
- **Repairs and maintenance:** clearer landlord obligations to keep homes safe and habitable
- **Eviction procedures reform:** Section 21 no-fault eviction abolished. Clearer more justified eviction grounds
- **No more fixed-term tenancies:** All tenancies will become rolling periodic

NEXT STEPS



What should parishes do?

Review all tenancies: check each tenancy you hold and assess long-term suitability

Assess tenant relationships: are you happy for these tenants to stay long-term?

Rent concerns: have there been rent increases, late or missed payments, or other payment issues?

Property condition: are tenants maintaining the property, and are you satisfied with upkeep?

Complaints: have you received previous complaints of anti-social behaviour or neighbour concerns?

Consider tenancy changes: with the Act not yet in force, you may have an opportunity to adjust tenancy arrangements before changes take effect

The diocesan property team is available to help with further tenancy advice and support

A photograph of two women in conversation. The woman on the left has long blonde hair and is wearing a white tank top. The woman on the right has brown hair in a bun and is wearing a white button-down shirt and tan pants. They are sitting in front of a brick wall. The word "TRAINING" is overlaid in white serif font in the center of the image.

TRAINING

ASBESTOS

Asbestos Training: managing asbestos safely is a vital responsibility for parish priests and anyone overseeing buildings. This short video covers the following:

- What asbestos is, where it may be present in church buildings, and why it is dangerous.
- The legal responsibilities of duty holders under the Control of Asbestos Regulations.
- How to use an asbestos management survey and register effectively.
- Practical steps for maintaining safe conditions and keeping your asbestos management plan up to date.

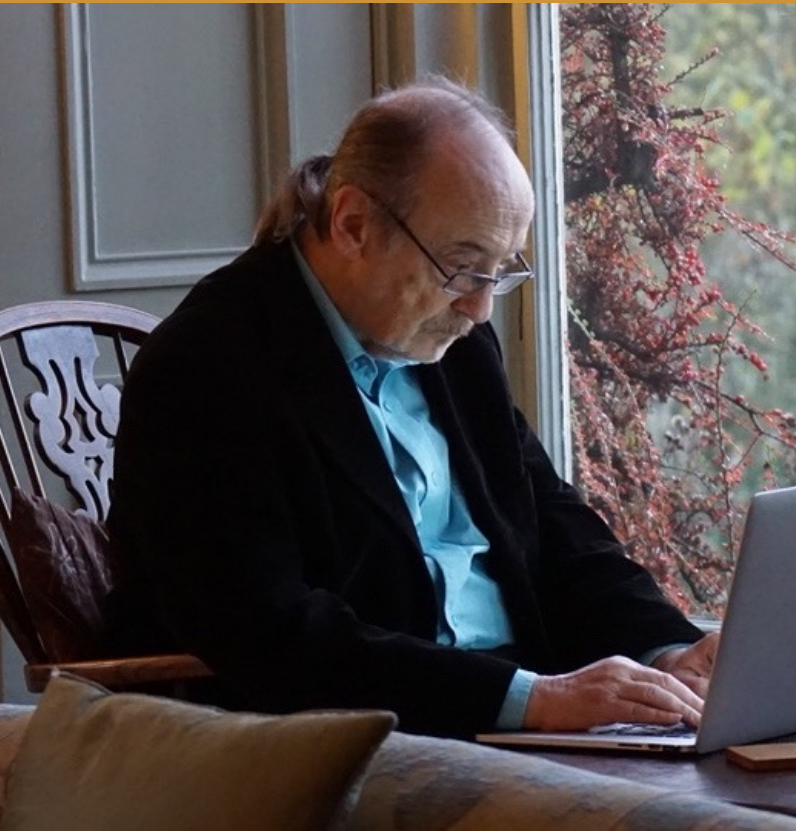


The Catholic Diocese of
Arundel and Brighton

Asbestos Training



ONLINE TRAINING



- **SafetyToolbox Asbestos Training** –
<https://v2.app.safetytoolbox.co.uk/resources/1630>
this link will be emailed to all safetytoolbox users
- **Catholic Insurance Service (CIS)** training modules:
 - Work at Height
 - Your health and safety
 - Display screen equipment
 - Electrical safety
 - Fire safety
 - Slips and trips
 - Manual handling
 - Risk assessments
 - Personal safety

We have secured a CIS license for every H&S Rep with an **@abdiocese.org.uk** email address – coming soon to your inbox. Contact Stefy if you need setting up on email.

CONTACT THE TEAM

The Property and Health & Safety Team supports the work and mission of church communities across Sussex and Surrey. You can contact them during office hours by telephone; **T: 01293 651145** or **email:**

- **Health & Safety Officer**, Stefy Jurado-Montoya;
E: stefy.jurado-montoya@abdiocese.org.uk
- **Property Manager (Residential & Facilities)**, Amanda Jones;
E: amanda.jones@abdiocese.org.uk
- **Head of Property**, Gareth Zaver;
E: gareth.zaver@abdiocese.org.uk



THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

Scan the QR code to subscribe to our weekly E-Bulletin newsletter and keep up to date with news and events from across the Diocese.



www.abdiocese.org.uk