



The Cathedral Church of St Woolos, Newport is a registered charity no. 1202787
 Mae Eglwys Gadeiriol Gwynllyw, Casnewydd yn elusen gofrestredig rhif 1203787

Health and Safety Policy


Part 1: Statement of Intent

This is the health and safety policy statement of Newport Cathedral. References to “the Cathedral” in this document include the building and its grounds.

We are committed to building a positive health and safety culture. We are always learning and encourage everyone to report any health and safety concerns or near misses, however small, so that together we can make our Cathedral as safe and healthy as possible for everyone.

Our health and safety policy is to:

- manage health and safety risks in the Cathedral
- prevent accidents and other harm to Cathedral employees, volunteers, members of the public, and any third-party contractors engaged by the Cathedral
- maintain safe and healthy working conditions for employees and volunteers, including the provision of equipment
- reduce the likelihood of cases of work-related ill health for employees and volunteers
- provide clear information and appropriate training to employees and volunteers
- display clear and visible instructions to enable all visitors to the Cathedral to use the premises safely
- ensure that everyone is aware of their responsibilities for maintaining health and safety in the Cathedral
- enact emergency procedures when needed, including safe evacuation in case of fire
- consult with employees and volunteers on matters affecting their health and safety
- continually improve health and safety arrangements in line with best practice guidelines, reviewing and revising this policy accordingly

Signed 	Date 28/01/2026
Print name Ian Black	Review date January 2029

Part 2: Responsibilities for Health and Safety

2.1 Overall and final responsibility for health and safety:

Cathedral Dean (Ian Black)

2.2 Day-to-day responsibility for ensuring this policy is put into practice:

Chief Operating Officer (Phae Cole)

2.3 To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:

Cathedral Dean & Chief Operating Officer - compliance with statutory obligations, provision and maintenance of safe working practices and appropriate equipment, provision of clear information and appropriate training, providing a risk register to Chapter, Dean to attend a Health & Safety Committee meeting once per year,

Chapter - ratifying health and safety policies, monitoring policy implementation, monitoring risk register, encouraging a positive health and safety culture, reviewing our performance

Health and Safety Committee - drafting and reviewing health and safety policies, incident investigation, receiving reports of any concerns or issues, advising Chapter on additional measures required, scrutiny of risks relating to health and safety, consulting employees on matters affecting their health and safety, reporting to Chapter

Chief Operating Officer – competent person role-holder, risk assessments (including reviewing risk assessments from third-party contractors or other users of the Cathedral), ensuring clear health and safety instructions are displayed throughout the Cathedral, RIDDOR reporting, day-to-day welfare of employees, volunteers and visitors, first aid lead

Director of Music – health and safety of employees in the music department, choir, and choir chaperones

Tower Warden - health and safety of bellringers and visitors to the tower

2.4 All employees, volunteers, and other users of the Cathedral should:

- cooperate with the Dean, Chief Operating Officer and Chapter on health and safety matters
- take reasonable care of their own health and safety
- report all health and safety concerns to the responsible person (as detailed above)
- report all accidents and near misses to the responsible person (as detailed above)

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HAS00002	Phae Cole	H&S Committee	Approved 28/01/26	Mar 2026	1.2	3 year	Ongoing

Part 3: Arrangements for Health and Safety

3.1 Risk assessment

- We will complete appropriate risk assessments and take action to mitigate the likelihood and / or impact of the risks identified
- We will require any other users of the Cathedral (including third-party contractors) to complete appropriate risk assessments for the activities they are to undertake, and operate in line with these assessments
- We will review risk assessments regularly

3.2 Training

- We will provide employees, volunteers, and visitors with appropriate health and safety information
- We will ensure that health and safety information is clearly displayed in the Cathedral
- We will provide a health and safety induction to new employees and volunteers
- We will provide clear information and appropriate training to employees and volunteers on an ongoing basis
- We will work with third-party contractors to ensure that they have all necessary information and support to carry out their work safely

3.3 Consultation

- We will consult employees on health and safety matters as they arise and invite an open dialogue with employees to support a culture of learning and improvement
- We will consult employees formally when reviewing health and safety policies
- Anyone has the right to raise a matter of concern at any time by writing to the Chief Operating Officer or Chair of the Health and Safety Committee

3.4 Evacuation

- We will ensure that pre-planned evacuation procedures are in place, including cooperation with emergency services
- We will ensure that employees and volunteers are appropriately trained in evacuation procedures
- We will ensure that escape routes are clearly signed and accessible at all times
- We will test out our evacuation procedures periodically and update them as required

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