

13.6 HAZARDOUS SUBSTANCE IDENTIFICATION

Legislation surrounding the management of hazardous substances in buildings requires the Diocese to implement a Plan of Management and Control for this purpose. The aim of this Plan is to maximise and secure future ministry options for our parishes by minimising harm to those accessing our sites, and managing risks if and where these are identified at a local level.

The Diocese has decided to have all its properties inspected to identify hazardous substances and determine the actions required to ensure we are compliant. Diocesan Council has therefore engaged the company Hibbs and Associates to undertake these inspections, and prepare individual parish reports indicating the level of hazardous substances found, and the required remediation works.

The following procedure has been prepared to ensure that all Parishes are compliant with this legislation.

STAGE 1:

NAME OF PARISH:

NAME OF BUILDING:

ADDRESS:

1. ALTERATIONS / ADDITIONS Year:

Description of Works

.....
.....

2. ALTERATIONS / ADDITIONS Year:

Description of Works

.....
.....

3. ALTERATIONS / ADDITIONS Year:

Description of Works

.....
.....

4. ALTERATIONS / ADDITIONS Year:

Description of Works

.....
.....

STAGE 2 - INSPECTION OF PROPERTY FOR HAZARDOUS SUBSTANCES

Step 2 Parish is advised by the Diocese the buildings which are to be inspected by the Consultants, with the date and time, requesting access be made available to Rectory, Church and Parish hall.

Step 3 Consultant inspects buildings and determines

- (i) there are hazardous material,
- (ii) there are no hazardous material

Has hazardous substance been identified

If yes proceed to step 4.

If no hazards are identified, no further action is required.

STAGE 3 – RESPONSE TO PRIORITY OF HAZARDOUS SUBSTANCE IDENTIFIED

Step 4 **Priority 1 – Immediate Risk** – Area to be isolated from personnel and control measures immediately put into place – Work Health and Safety Officer to be advised and remediation to be commenced ASAP. Parish Safety Delegate to liaise with Work Health & Safety Officer and Archdeacon of Newcastle immediately. A plan for works to be undertaken is to be costed with time frames for actions. Parish is responsible for the implementation of the works. The Work Health and Safety Officer will monitor the works completion within the required timeframe.

Step 5 **Priorities 2 and 3 - Potential elevated risk & low risk requiring maintenance** – Control measures are to be initiated immediately; the Work Health and Safety Officer is to be advised of action. Formal remediation is to be considered. If remediation is not needed maintenance is to be organised. The Parish Safety Delegate is to liaise with the Work Health and Safety Officer and Archdeacon of Newcastle for required works. Parish is responsible for preparation of a plan for works to be undertaken, costings, time frames and implementation.

Step 6 **Priority 4 – Negligible risk under present condition** – If hazardous material is identified which is of negligible risk, the area is to be monitored to ensure the substance is not disturbed. If works are planned a reassessment is required. The Parish Safety Delegate is to liaise with the Archdeacon of Newcastle with an outline of any works required.

Step 7 Churchwardens with the Parish Safety Delegate are to meet with the Archdeacon to review the required works, their costs and their priority for completion.

Step 8 Major works identified are to be reviewed with the Archdeacon and are to be undertaken according to existing PAB policies for building works.

Step 9 Does the Parish have the funds to undertake the works?
If yes, Parish seeks PAB approval to commence.

If no funding source available – discuss with the Archdeacon.

Step 10 Other buildings requiring inspection by Parish – is funding available. If YES proceed

If no funding available – discuss with the Archdeacon.

Step 11 Once hazardous substances have been identified, and funding source identified, the process will be in accordance with PAB procedures.