



Anglican Diocese of Newcastle

WH&S Newsletter

June 2016

WELCOME TO THE JUNE WH&S NEWSLETTER, INCORPORATING PROPERTY & RISK.

This is the first WH&S Newsletter for 2016 as it has been a very busy year already for the Diocesan office with no signs of slowing down.

DIOCESAN HANDBOOK

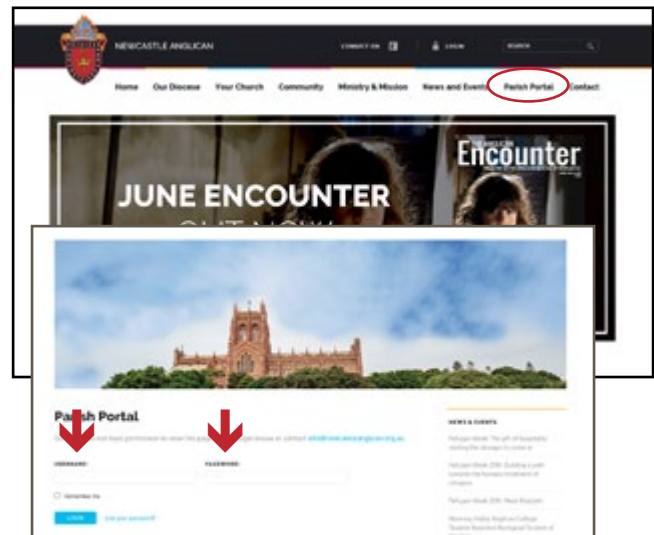
Are you aware that a comprehensive series of documents and policies on how to undertake nearly all of the required procedures and activities in church life exists? Yes? No? Well there is!

The Diocesan Handbook is a series of policies, recommendations and outlines on how to do pretty much everything in the world of the Parish. The Sections of the Handbook are as follows;

- Section 1 - Introduction
- Section 2 – Clergy Conditions of Service
- Section 3 – Bishop’s Guidelines
- Section 4 – Ministering Communities in Mission
- Section 5 – Parish Administration
- **Section 6 – Clergy Housing Requirements**
- Section 7 – Official Records and Archives
- Section 8 – Employment of Laity and other Staff in Parishes
- **Section 9 – Insurance Matters**
- Section 10 – Financial Management
- Section 11 – Blank
- Section 12 – Trustees of Church Property
- **Section 13 – Property Management**
- Section 14 – Blank
- Section 15 – Safe Ministry Practices
- **Section 16 – Work Health and Safety**
- Section 17 - Diocesan Solicitors
- Section 18 – Governance

The Sections that deal with most of our property and WH&S matters are Sections 6, 9, 13 and 16.

Section 6 sets out all of the information regarding clergy housing including minimum requirements, parish management of clergy housing and alternate ways to accommodate clergy if existing accommodation will not meet the required needs. It also sets out the procedure for when clergy are about to leave a rectory and what needs to happen before the incumbent and family, if they have one, moves in.



Section 9 sets out all of the information regarding Insurance matters and includes The Diocese of Newcastle’s, Insurance Claims Procedure Manual. This manual is handy to look at in the case you think you may have a claim of some nature across all of our insurance areas.

Section 13 sets out all of the information required to manage property and amongst other things also has information regarding the processes that need to be followed if a parish wishes to rent, buy, sell or lease a property.

Section 16 deals with our duties and responsibilities regarding Work Health and Safety.

The Diocesan Handbook, as well as a great deal of other useful and interesting information can be found on the Parish Portal area of the Diocesan Website at:

www.newcastleanglican.org.au/parish-portal/

Your Parish Secretary, Parish Treasurer and members of your Parish Council have the access details and password to the website portal. See above for a visual roadmap.



FREQUENTLY ASKED QUESTIONS

HERE ARE 7 QUESTIONS RECEIVED FOR THIS NEWSLETTER



Q.1: - WHAT ARE THE RULES ON MOVEABLE PLAYGROUND EQUIPMENT SAFETY? AND ARE THERE ANY RECOMMENDATIONS FOR JUMPING CASTLE SAFETY?

A.1: - If there is the potential for a fall from a height greater than 60cm from child's play equipment you need to have a compliant soft fall area on the ground under the area in question. See Q2 for soft fall recommendations.

Please see attached fact sheet from Kidsafe NSW on Play Equipment. Please see attached the "Know Risk" fact sheet regarding Jumping Castle safety from our insurer Ansvar.

Q.3: - WE WANTED TO PURCHASE SOLAR PANELS FOR THE PARISH BUILDINGS AND USE THE SUPPLIERS FINANCING OPTION, IS THIS POSSIBLE?

A.3: - The Anglican Designated Fund Ordinance outlines that all parish banking including loans should be facilitated through the ASDF. So, no, you are not able to use the suppliers financing options.

The ASDF can put together a finance offer for the Parish. You will need to simply provide a copy of the Parishes most recent financial reports, the 2016 budget, and then fill out the required paperwork. Again the parish cannot sign a contract. Any contracts need to be signed by The Secretary to The Trustees of Church Property, Mr John Cleary.



DID YOU KNOW.....?

Kidsafe NSW is an excellent resource for many varied activities and child safe practices and recommendations. Its definitely worth a look at:

www.kidsafensw.org

www.kidsafensw.org/playground-safety



Q.2: - WHAT IS THE BEST GROUND COVER (SOFT FALL MATERIAL) FOR PLAYGROUNDS?

A.2: - like most things there isn't one material considered the best for ground cover or soft fall material as it is technically termed, however there are general recommendations for several different types. These recommendations are outlined in the attached document from Kidsafe NSW.

Please see attached fact sheet from Kidsafe NSW on suitable ground cover selections.

Q.4: - WE ARE ABOUT TO UNDERTAKE A CRAFT GROUP FOR YOUTHS AND CHILDREN UNDER 18. IS THERE A DIOCESAN APPROVED FORM FOR THIS KIND OF ORGANISED ACTIVITY?

A.4: - There is a draft form available. If you need this form please contact Parish Services who will be only too happy to help.

Q.5: - LADDER USAGE - WE HAVE A BOX GUTTER THAT NEEDS TO BE CONSTANTLY CLEANED AS THE LEAVES OF THE TREES ABOVE FALL INTO THE GUTTER CAUSING IT TO OVERFLOW WITH HEAVY RAIN. ARE WE ABLE TO USE A LONG LADDER TO EITHER; A. CLEAN OUT THE LEAVES OFF THE LADDER OR B. USE THE LADDER TO ACCESS THE FLAT ROOF TO THEN REMOVE THE LEAVES OFF THE ROOF?

A.5: - The short answer is "NO" to both, the reasons being; Although the regulations on ladder use have been slightly amended recently the recommendation from Safework Australia is that no one should go no closer than 2 metres from the edge of the roof on flat roofs that do not have fall protection. The Diocese supports this Code of Practice.

The act of cleaning out a gutter from a ladder will require twisting and awkward movements from the ladder, and this again is not recommended.

Please see attached an extract of the Code of Practice for managing falls relating to Ladder use.

NOTE: Always have someone else present when using a ladder especially in the more remote locations.



Q.6: - WE WANT TO RENT OUT OUR VACANT RECTORY, WHAT PROCESS NEEDS TO BE FOLLOWED TO GAIN APPROVAL?

A.6: - The process for the approval of renting a rectory is as follows;

1. There needs to be an approved Parish Council Resolution and of course needs to be minuted in the minutes of the meeting.
2. Three real estate agent quotes for expected rent need to be received by the parish.
3. The Submission to the DPSU Form, (Form 13.9 from The Diocesan Handbook) needs to be filled out and issued for inclusion in the PAB business paper for approval. You will need to include the copies of

the 3 rental quotes and an extract of the Parish Council Resolution to rent the rectory.

4. Once The PAB has approved the minimum amount that the property can be rented for, the rental lease can be completed and sent into the Diocesan Office.
5. The rental lease then needs to be signed by The Secretary to The Trustees of Church Property, which is Mr John Cleary.
NOTE: No legally binding contracts can be signed by a Parish representative as Parishes are not legal entities.
6. NOTE: Any property being rented must comply with the minimum requirements for a rental property as set out by The Department of

Fair Trading, the points that are sometimes overlooked are that Residual Control Devices (RCD – safety switches) must be fitted to the power and the lighting circuits as well as smoke detectors need to be fitted and in working order and all external doors and windows must have locks fitted. Smoke detectors need to be tested annually with the batteries changed annually. The property and grounds also need to be free of any hazards to the occupiers.

****** Please see required approvals process sheet attached ******

Q.7: - WE HAD AN INCIDENT IN OUR OP SHOP WHERE AN OP SHOP WORKER WAS STABBED BY A SYRINGE THAT WAS IN A BAG OF DONATED CLOTHES, WHAT CAN WE DO TO PREVENT THIS HAPPENING IN THE FUTURE?

A.7: - There are several ways in which parishes can help to reduce the risk of volunteers being accidentally pricked by syringes whilst working in Op Shops. The following should be introduced to reduce risks;

1. Parishes should invest in at least one pair of "puncture resistant anti syringe gloves" to be used in the initial sorting phases where bags are handled and when the clothing is initially sorted out. NOTE: Anti syringe or puncture resistant gloves are expensive, generic thin inner gloves can be worn underneath if gloves are to be shared.
2. The sorting out process, could, if practicable, involve all the clothing that is donated to be tipped out of the bags onto a table with the worker wearing the puncture resistant gloves and then sorting through the clothing.
3. "HexArmor" "Sharpsmaster" gloves are being used in some parishes but any specialised "puncture resistant anti syringe gloves" can be used with generic inexpensive inner gloves underneath so that many people could use a single pair of gloves without having any hygiene issues.

NOTE: **Garden gloves, leather gloves or any other gloves are not recommended** for use with the hazards of syringes. Please use certified "puncture resistant anti syringe gloves".



If you have any queries regarding building, development, property, risk, WH&S, insurance or if you would like to offer some useful, helpful advice on a related subject found in the Newsletters please do not hesitate to contact me or Parish Services.

Best regards,

**Brendon Lowndes
Property and Risk Officer**

or if you have any WH&S specific questions you can e-mail me at: whs@newcastleanglican.org.au

