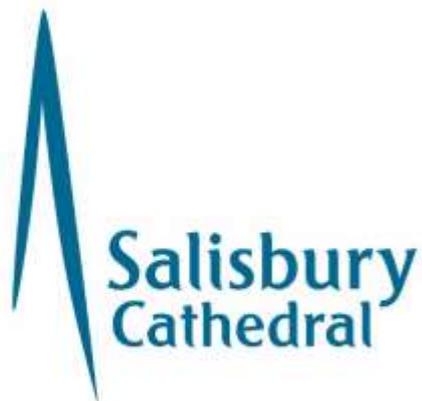




# Volunteers' Handbook

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## Foreword

Thank you for offering your services as a volunteer. I would like to wish you a very happy and rewarding time with us.

Salisbury Cathedral has proclaimed the Christian faith for over 750 years. It is a place of prayer and spirituality; an active worshipping community; a source of inspiration and a tranquil haven at the heart of a bustling city, welcoming all who come here. Grounded in tradition, it also strives to innovate and to foster the creative imagination.

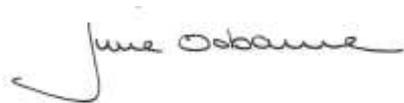
This magnificent Gothic Cathedral is a living monument in stone, glass and wood to the glory of God, and a testament to the skills of countless craftsmen through the ages. Standing at the heart of the city and Diocese, it is also an icon for Christians throughout the world. People come as worshippers, guests and tourists to marvel and to be inspired, each taking away their own individual experience of this sacred building.

Our aspirations for the future, core values, purpose and goals, along with our Cathedral Programme, annual accounts and report, are available to view on our website. It is important that all who work at the Cathedral be sympathetic with, or understanding of our role as a place of Christian worship within the traditions of the Church of England.

Much of the work undertaken by both Cathedral staff and volunteers relates to the welcome and care for the estimated 500,000 visitors who come to the Cathedral and Close each year and to the 1200 services which take place here. Staff and volunteers can be seen working together on a daily basis **giving substance to the Cathedral's mission statement.**

My Chapter colleagues and I hope that you find volunteering at Salisbury Cathedral a rewarding and enjoyable experience.

**The Very Reverend June Osborne**  
**Dean of Salisbury**

A handwritten signature in cursive script that reads "June Osborne". The signature is written in black ink and is positioned below the typed name of the Dean.

# Chapter 1: Introduction

## Our Purpose

Making a difference for God through exceptional worship and outreach.

## Our Ambition

Salisbury Cathedral seeks to be a beacon of confident, open Christianity with a reputation for warmth of welcome and willingness to engage with others. The **sustained excellence of the Cathedral's** liturgy and music will be the cornerstone of our worship, with innovative activity in place to reach out to new worshippers and visitors and enable them to come to a place where they can encounter God. Our close association with Magna Carta will be known nationally and internationally and our social justice programme will bear witness to how our actions are inspired by the **document's values** and by our Christian commitment.

## Our Values

We seek to be prayerful, compassionate proclaimers of the Christian faith helping all to encounter God and his transformative presence. Our continuing commitment is to develop a culture of faith, hope and renewal. How we do things is at least as important as what we do, and our values seek to communicate this. We do this by focusing on three values in particular:

**Integrity**, reflected in transparent, fair and consistent actions;

**Generosity**, which generates a warm open welcome to all;

**Compassion**, which promotes social justice, equality, diversity, dignity, consideration and respect for all.

## The Cathedral and its origins

The Cathedral is the seat of the Bishop, a focal point for the Diocese and a centre of daily worship and mission. It has performed this role since its foundations were laid in 1220. The building, though it has gone through many changes and is currently undergoing major repairs, still looks much as it did when the spire was completed in the 1320s.

But the Cathedral is a community as well as a building, a community of which you are a part.

# The People

## Chapter

Chapter is the governing body of the Cathedral. It is there to direct and oversee the affairs of the Cathedral including its mission, ministry and worship; its finances, conservation and the properties and possessions of the Cathedral. Chapter comprises The Dean (Chairman); the three Residentiary Canons (Precentor, Chancellor and Treasurer); two elected clerical and two elected lay members from the College of Canons, and another two lay persons appointed by Chapter. You can find the **Cathedral's Administrative Structure** on page 25 (Annex G).

## Principal Persons



The Very Revd  
June Osborne, Dean



The Revd Canon  
Robert Tittley, Treasurer



The Revd Canon  
Tom Clammer, Precentor



The Revd Canon  
Edward Probert, Chancellor (VC)



Jackie Molnar  
Executive Director and  
Chapter Clerk



David Halls  
Director of Music



Sarah Rickett, Director of  
Outreach and Learning (VC)



Jane Morgan  
Director of Marketing  
and Development



Richard Gurd  
Finance Director



Anthony Lewis  
Dean's Verger



Nicola Stafford  
HR Manager



Russell Cruse  
Floor Manager



Kevin Osborne  
Restaurant Manager



Helen Russell  
Shop Manager



Joanna Pike  
Events Manager



Marie Thomas  
PR and Travel Trade Manager



Roz Mitchell  
Marketing Manager

### **Heads of Department and Key Staff**

(VC) indicates member of Volunteers Committee



Christine Keegan (VC)  
Visitor and Guides  
Administrator



Hannah Paye  
Tourism Coordinator



Susan Hayter (VC)  
Education Liason Officer



Chris Barnard  
Head Guide



Tricia Glass  
Deputy Head Guide



Phil Price  
Head Tower Tour Guide



Colin Smith (VC)  
Head Steward



John Pitt-Brookes  
Community Forum Chair



Trevor Branch (VC)  
Worship Committee Member



Bill Smith  
Head Chaplain

### Key Contacts for Volunteers

(VC) indicates member of  
Volunteers Committee

## Chapter 2: The Cathedral and Volunteers

### Consultation

The **Volunteers' Committee** is composed of representatives of volunteer groups (the Chair of the Community Forum, the Head Chaplain, the Head Guide, the Head Tower Guide, the Head Steward, and a member of the Worship Committee) Cathedral clergy and staff, (the Canon Chancellor, Director of **Learning and Outreach, Dean's Verger, Head of Human Resources, Education Liaison Officer, Visitor and Guides Administrator**), and offers the opportunity for airing matters of general interest to volunteers. It meets three times a year.

### Communication

As well as the **Volunteers' Committee** we communicate through various means including internal publications (e.g. **Cathedral News, Looking Forward, and Visitor Services' Weekly Sheet**) and periodic emails and e-newsletters. If you could supply us with an email address this will help us keep you up to date more effectively.

### Media Queries

All media enquiries should be directed to either the Director of Marketing and Communications Services or the PR and Travel Trade Manager. Volunteers and staff should only communicate with the media after consultation with the Director of Communications and Development.

### Duty of Care

#### 1. Health and Safety

Both our nature as a Christian community, and legislation, remind us that we are responsible for ensuring that the Cathedral provides as safe an environment as possible for staff, volunteers and visitors. At no time should you put yourself in any personal danger.

While on Cathedral premises you have an obligation to ensure that no action you take or the way that you conduct yourself endangers yourself or others. This is a duty of care which applies equally to everyone in the Cathedral community. You are expected to act in order to minimise risk and also to report danger. In the case of suspicious or unseemly behaviour you should immediately alert a Verger or a member of staff.

You should be aware of the Health and Safety policy (Annexe E) and the Fire and Emergency Evacuation procedures (Annexe F). Please note:

In the event of an emergency or security evacuation everything must stop immediately. All accidents need to be recorded - please do this through a verger. We do not expect our volunteers to administer

first aid but to get help and ensure the rest of their group are kept calm. However, if you are medically trained or first aid trained we are happy for you to take appropriate emergency actions.

## 2. Insurance

*Public Liability* - **We will provide, without age restriction, cover under the Cathedral's Public Liability Insurance.** This will cover you if someone is accidentally injured by you or your activity. It will also cover you if you damage third party property while on duty.

*Employers' Liability* - This provides indemnity against all sums Chapter is legally liable to pay as damages and costs as a result of injuries sustained by employees and volunteers during the course of their duties whilst at work. There is no upper age limit for employees and volunteers **under the Employers' Liability policy.**

*Personal Accident* - Our insurers will only cover Personal Accident insurance for staff and volunteers aged up to eighty. Therefore, please note that you are not covered for personal accident if outside this age band. We will write to all volunteers when they reach the age of 80 to remind them of this and to discuss the next steps.

## 3. Supervision

We will provide a clearly identified person as a point of contact for you. This person is responsible for your day to day activities and guidance.

## 4. Concerns

If you wish to raise a complaint or concern your first point of contact should be your team leader. If your complaint or concern is about your team leader or you are not satisfied with the response you can contact the Head of Human Resources who will either deal with your complaint directly or refer you to an appropriate Director or lay member of Chapter.

## 5. Data Protection

Salisbury Cathedral needs to keep information about you; this may include contact name, address, email address, telephone number, and date of birth. The Cathedral may also keep information about your health for the purposes of compliance with our health and safety obligations; in order to consider how health affects your ability to do your job and, if you have a disability, whether you require any reasonable adjustments to be made to assist you at work; or in relation to the administration and management of insurance. You are to notify the Cathedral of any unspent or current convictions that may affect your suitability for engagement and agree to the Cathedral holding such details.

**The information the Cathedral will hold about you will be for the Cathedral's management and administrative use only but the Cathedral may from time to time need to disclose information about you to relevant third parties (e.g. where legally obliged to do so by the HM Revenue & Customs or where you ask us to provide a reference).** By signing the declaration form/application form, you give

your consent to information being retained and used by the Cathedral, as required and as set out above. You have the right of access to all such information in accordance with the Data Protection Act 1998.

## Volunteer Benefits

We will provide you with a range of benefits which currently include the following:

- A discount card which entitles the holder to a 20% reduction off the full price of most items in the Cathedral Shop and Refectory (available on application to the Visitor and Guides Administrator - a passport style photo is required for the card);
- A series of free lectures is provided every winter - these are organised by a group of our guides, but all volunteers are welcome to attend;
- Somewhere to store your coats and hats when in the Cathedral;
- Other benefits and opportunities on an ad hoc basis.

## Smoking

Smoking is not permitted in any public or working areas within the Cathedral's premises.

## Safeguarding

You agree to make yourself aware of and comply with the Cathedral's Safeguarding Policy and Guidelines (Annexe C). If you have regular contact with children or adults at risk you agree to undergo a Disclosure and Barring Service check.

## Young Volunteers

If you are volunteering for us, and are between the ages of 16 and 25, you will work with a team leader and be supervised by the Head of HR who will have responsibility to ensure that the Policy at Annexe D is followed.

## Annexes

The following annexes provide reference information for Volunteers. They will be updated periodically to ensure they remain accurate. The annexes include:

- A. Volunteer Charter
- B. Brief Volunteer Role Descriptions
- C. Safeguarding Policy and Guidelines
- D. Young Volunteers Policy
- E. Health and Safety Policy Statement
- F. Fire and Emergency Evacuation Procedure
- G. Administrative structure

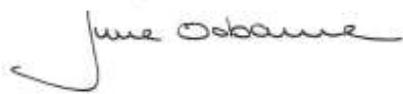
## Annexe A

### Salisbury Cathedral Volunteer Charter

Salisbury Cathedral relies heavily on its Volunteers. Without the time and effort they freely give we could not operate effectively. We therefore pledge to:

- Regard our Volunteers as an essential and distinctive part of our structure;
- Have policies of equal opportunity and equal access applying to all staff, paid and voluntary, and all visitors;
- Try to match the talents and interests of individual Volunteers to defined tasks;
- Provide Volunteers with induction (including health, safety and welfare) training so that they will be able to work safely and competently. We also offer appropriate specialist training;
- Make sure that each Volunteer knows the paid or volunteer member of staff he or she is responsible to and should inform if for any reason an undertaking to work on a given day or at a given time cannot be kept;
- Arrange public liability insurance to cover Volunteers whilst at work;
- Inform Volunteers about our policies, plans and programmes and invite them to contribute to our decision-making processes through existing management channels.

Signed



The Very Reverend June Osborne  
Dean of Salisbury  
For Chapter

## Annexe B

### Volunteer Groups Brief Role Descriptions

#### **Cathedral Flowers:**

Creating flower arrangements on a weekly basis according to season, feast days and special events. The flowers, from the Cathedral supplier, are conditioned, arranged and cared for during the week. The dedicated cutting garden, being regularly maintained, supplements the flowers and greenery for the arrangers throughout the year.

*Commitment:* 1 session (3hrs) approximately every 4 weeks. Watering is done 4 times during the week.

#### **Cathedral News:**

Hand delivering this publication to subscribers who are residents in The Close. Bicycles are useful too!

*Commitment:* 1 hour every 2 months.

#### **Chaplains (Ordained Clergy or Licensed Lay Ministers):**

Serve to remind our visitors that the Cathedral has been a centre of prayer and worship for over 750 years. Their duties include leading hourly public prayers at set times, celebrating Holy Communion, engaging with visitors and being available to offer counselling on confidential matters and generally ministering to visitors. Praying visibly in the Cathedral.

*Commitment:* Half or full day once/twice per month.

#### **Community Volunteers**

The Community Volunteer works with the Community Officer on projects which specifically target participation, partnerships and particular groups in our local community. DBS checks are required.

*Commitment:* Variable and flexible.

### **Education Centre:**

Working with children and adults who visit the Cathedral for a wide variety of educational programmes. Duties include acting as guides, preparatory work for school visits, sewing, leading or assisting various practical and cross-curricular workshops. DBS checks are required.

*Commitment:* Variable and flexible.

### **Embroidery Guild:**

Working up canvas embroidery projects as required, including upholstery. Also restoration of existing canvas work items, mostly kneelers. Providing support to churches in the diocese with embroidery needs when requested via the Chapter Office.

*Commitment:* Meetings 2–3 weeks apart during school term when new work is undertaken.

### **Guides:**

#### Floor guides:

Welcoming, guiding and offering specialist knowledge about the building, associated displays and exhibitions and its treasures, (including original Magna Carta) to visiting groups or individuals from all over the world. Available for general and specialist guided tours with booked parties or small family groups and individuals; monitoring the Information Desk for general enquiries and assisting in the maintenance of required levels of safety and standards throughout the Cathedral.

*Commitment:* A morning or afternoon per week during the main visitor season (April–October). Reduced commitment during the winter season.

#### Tower:

Welcoming visitors from all over the world into the roof and tower spaces on public and private tours. The climb of over 300 steps is done in easy stages, through the roof space and tower to the base of the spire. The tour takes approximately 90 minutes and requires a good head for heights, reasonable fitness and stamina. Strict adherence to health and safety regulations is paramount.

*Commitment:* 2–3 tours per month. NB: There is an age restriction of 80 for this volunteer group.

### **Holy Dusters:**

Tidying, dusting and polishing the Quire Stalls area and checking that the hymn books etc are tidy and in place.

*Commitment:* Up to 2 hours per session, once a fortnight.

### **Kneeler Maintenance:**

Inspection, cleaning of vinyl bases and minor repair work of Nave kneelers with access to the Embroidery Guild members for support.

*Commitment:* Usually 2–3 times annually with work carried out as necessary or passed on to Embroiderers.

### **Office Support:**

Assist with routine administration, work on databases and undertake designated projects.

*Commitment:* Variable and flexible.

### **Shop:**

Tidying shelves, displaying stock, serving and helping customers (till operators) and providing guidance on stock items.

*Commitment:* 2–3 hours per session once or twice a week.

### **Tomb Cleaners:**

There are 34 tombs which need “cleaning” and tidying on a regular basis using specialist materials.

*Commitment:* Up to 1 hour per session, once or twice a week (flexible).

### **Voluntary Work (Congregation Related)**

(Some groups require special qualifications and experience including an interest in and knowledge of the Liturgy).

### **Acolytes:**

Opportunity for young people to be part of the regular liturgy in the cathedral where there are many big services and the Acolyte serves the president at the centre of the service.

Some of the duties of the Acolyte are:

- To carry the service book in procession and to present it to The President to read;
- To be part of the Liturgy moving timely and orderly;
- To move vessels (chalices) in the sanctuary;
- To attend necessary practices and rehearsals for the major services.

Young people form the team of Acolytes and together they organise their rota. There is formal training given to each member of the team. When on duty they are in pairs giving support to each other and sharing the tasks.

*Commitment:* 3 Sunday services in fourteen.

### **Congregation Choir:**

Members of the congregation make up the Congregation Choir and stand in when the Cathedral Choir is not available. Rehearsals are on 'an as required basis for the service in question.

### **Community Forum:**

The Forum represents a broad spectrum of the congregation, staff and volunteers. It meets four times a year and each meeting is attended by a member of Chapter. Its aim is to represent the views of those who regularly worship or work in the Cathedral, and it sends representatives to Deanery Synod and to Churches Together in Salisbury.

### **Deanery Intercessors:**

Every Deanery in the Diocese is prayed for on a daily basis by a dedicated team of Deanery Intercessors. Churches within deaneries are also prayed for on specific days in the Cathedral, and are contacted to see if they would like to attend Evensong on their particular 'day'. Intercessors are linked with a prayer partner, and each pair is responsible for praying for and keeping in touch with their Deanery. Meet twice a year to share experiences.

### **Drivers (Sunday Eucharist):**

Providing and driving to/from the Cathedral those members of the congregation who could not otherwise attend. CRB checks are required.

*Commitment:* 1 duty every 1–2 months.

### **Food Collectors:**

To assist in collection of food in the Cathedral and distribution to specified charities in Salisbury.

*Commitment:* Approximately one Sunday a month.

### Guild of Stewards:

Acting as stewards to the clergy for the administration of the Cathedral congregation during regular and special services including taking collections, ushering for communion and liaising with visitors. The Guild has its own constitution and there is an age restriction of 80.

*Commitment:* 2–3 hours per fortnight + additional special service/events.

**Concert Stewards:** Working as a team under the head Concert Steward at all of the Concerts held in the Cathedral, to make the experience of those attending safe and pleasurable. Duties include welcoming the audience, checking tickets, assisting people to their seats, distribution of programmes, tidying at the end of each concert and the compliance of the Cathedral's Fire and Health and Safety requirements in respect of the evacuation.

*Commitment:* There is an expectation to be available for approximately 10 of the 20 concerts per year.

### **Healing Team:**

Trained and commissioned on an annual basis to officiate with laying on of hands at Sunday Eucharist and certain weekday services.

*Commitment:* 2 duties per month, regular prayer and meditation and occasional teaching sessions.

### **Lay Pastoral Assistants:**

Volunteers in this team are officially trained and authorised to engage in pastoral ministry on behalf of the Cathedral's team of clergy. Duties include supporting those in need in their homes, e.g. visiting the sick, the bereaved, and administering Holy Communion from the reserved sacrament.

*Commitment:* Varied, steered by regular meetings with the Vicar of the Close to assess need.

### **Offertory:**

Carrying up of bread, water and wine during the Offertory Hymn at Sunday Eucharist services.

*Commitment:* 2–3 Sunday services per annum

### **Servers and Administrants:**

Assisting the Clergy and working in close co-operation with the Vergers in the conduct and order of Eucharist Services, morning worship and at other great festivals, and diocesan events such as ordinations, confirmations and baptisms. Duties include carrying the Cross, Tapers and incense. Servers are also required for funerals and memorial services.

*Commitment:* Variable, but averaging 2–3 duties per month for Servers and 3–4 duties per month for Administrants with additional time for rehearsals, etc. The average length of services is about one hour and ten minutes.

### **Sunday Coffee (Hospitality):**

Helping to serve coffees and teas in the West End of the Nave for the Congregation after the Sunday Eucharist; including setting up (when the Choir are also served) and clearing away.

*Commitment:* 2 hours, 5 or 6 times a year.

**Sunday School (Clubs):**

Looking after and supporting children to nurture their understanding of the Christian faith.

*Commitment:* 1 hour on Sunday mornings 2–3 times per term.

**Vestments:**

Working in a team designing, making repairing and maintaining as necessary religious garments used in worship as overseen by the Precentor.

Note: The Lydians are essentially a ladies social group who meet on the last Friday of the month from September to July for talks and coffee. They provide refreshments for special farewell teas and festivals.

## Annexe C

# Salisbury Cathedral Safeguarding Policy and Guideline

### Definitions:

- A child is defined as anyone under the age of 18 years;
- A young person is further defined as anyone between the ages of 16 and 18 years old ;
- Adults at risk are defined as anyone who is aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently, or for the time being, unable to take care of themselves, or to protect themselves from significant harm or exploitation;
- **“Regular” contact** means at least once a week;
- Protecting children and adults at risk means: preventing physical, emotional, and sexual abuse; ensuring their physical safety and enabling them to feel secure and cared for.

### Policy Statement:

We have a legal, moral and spiritual responsibility for children, young people and adults at risk, and their welfare is paramount in all areas of Cathedral life. Our ambition is to create a wholly safe environment within which our welcome to all is matched by proper and effective safeguards.

Clergy, lay staff and volunteers who work within the organisation and/or as part of the congregation are required to follow good policy and practice to ensure that children, young people and adults at risk are safeguarded and nurtured physically, emotionally and spiritually. Chapter has formally accepted the House of Bishops safeguarding policies and committed to **fully following all of the House of Bishops and Salisbury dioceses’ requirements.** High professional standards will, therefore, be maintained in all worship and all pastoral, counselling, educational, and recreational situations involving children, young people and adults at risk whether this be in person or on-line.

To facilitate this all clergy, lay staff, volunteers and members of the congregation working with or seeking to work with children, young people and/or adults at risk will be properly recruited, screened, trained and supported. Applicants to such posts will only be appointed subject to an enhanced DBS check.

### Designated persons

The **Cathedral's** the Safeguarding Officer is Jackie Molnar, Executive Director and Chapter Clerk. Her responsibilities include:

- Developing guidelines for each relevant department;
- Organising training for appropriate staff;
- **Assessing the Cathedral's premises for the safety of** children, young people and adults at risk on a regular basis;
- Checking that Cathedral organised transport of children, young people or adults at risk is suitable and insured and that the driver is appropriate;
- Ensuring that high levels of awareness of the issues exist throughout the organisation and all clergy, lay staff and volunteers have a copy of this policy;
- Carrying out an annual review of the policy, and making any necessary recommendations to the Dean and Chapter.

The **Cathedral's Safeguarding Officer** is supported by four Safeguarding Representatives; Nicola Stafford, HR Manager; Andrew Baker, a Verger; Jill Horsburgh and Sarah Smith, members of the **Cathedral's congregation**.

### **Complaints/concerns**

All allegations of abuse and matters of concern will be taken seriously, investigated and any necessary appropriate action will be taken.

The Cathedral will collaborate fully with the statutory and voluntary agencies concerned with abuse of children, young people and adults at risk and will conform to the expectations of all relevant legislation and Church of England guidelines. The Cathedral will not pursue its own investigations independently but work with the Diocesan Safeguarding Officer and, where appropriate, the Cathedral School, also referring matters to the appropriate statutory authorities when necessary.

In the event that an individual who is on the sex offenders register or known to the police becomes a regular member of the congregation the Dean will be advised and will inform the clergy and other relevant key personnel. The Dean will also ensure, in conjunction with the Safeguarding Officer, that appropriate safeguards are put in place and that these are communicated to the relevant persons.

Complaints, allegations of abuse or concerns about a particular incident or individual should always be immediately reported to either the Canon in Residence, the Cathedral Safeguarding Officer, or one of the Safeguarding Representatives. Principal responsibility for Choristers lies with the school and so any concerns or complaints should be raised directly with their Designated Safeguarding Lead. Contact information for those detailed above can be found on the staff notice boards and community forum notice board.

## Annexe D

### Young Volunteers- Policy guidelines

- The Cathedral is committed to providing opportunities for young people (aged between 16 and 25 years old) to become involved in the many different aspects of its work.
- The opportunities will entail the following:
  1. Work experience – in 1 or 2 week blocks.
  2. Regular volunteering, such as with the Guiding teams and the Vestry. This will normally be weekly over an agreed period of time.
- The HR Administrator will have overall responsibility for the recruitment, supervision and training of young volunteers but they may also be appointed to a team leader to liaise with on a weekly basis, if appropriate.
- The Cathedral has a Safeguarding policy in place and ensures that all those working with young people are following the policies and practices detailed in it.
- The HR Administrator will give appropriate guidance on any health and safety issues that **arise, referring to the Cathedral's Health and Safety Officer** where appropriate, and will familiarise all young volunteers with the appropriate policies at their induction.
- Young volunteers have a duty to take care of themselves and others who might be affected by their actions. They should, therefore, follow the Cathedral's health and safety policies and procedures at all times.
- Young volunteers should not act outside their authorised area or work and should report all accidents, dangerous occurrences or defective equipment to their team leader.
- At no time should young volunteers put themselves in any personal danger
- If the young volunteer has any queries or concerns they may contact the HR Administrator whose contact details will be provided at induction.

## Annexe E

### Health and Safety Policy Statement

At Salisbury Cathedral we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our staff and volunteers are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business. Salisbury Cathedral recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- To meet our legal obligations to maintain safe and healthy working conditions;
- To provide adequate control of the health and safety risks so identified;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure the safe handling and use of substances;
- To provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- To ensure that all workers are competent to do their work, and to give them appropriate training;
- To prevent accidents and cases of work related ill health;
- To actively manage and supervise health and safety at work;
- To have access to competent advice;
- To seek continuous improvement in our health and safety performance and management through regular (at least annual) review of this policy: and
- To provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- Our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- Our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees and volunteers recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care of themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us. In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Signature:  Date: October 2014

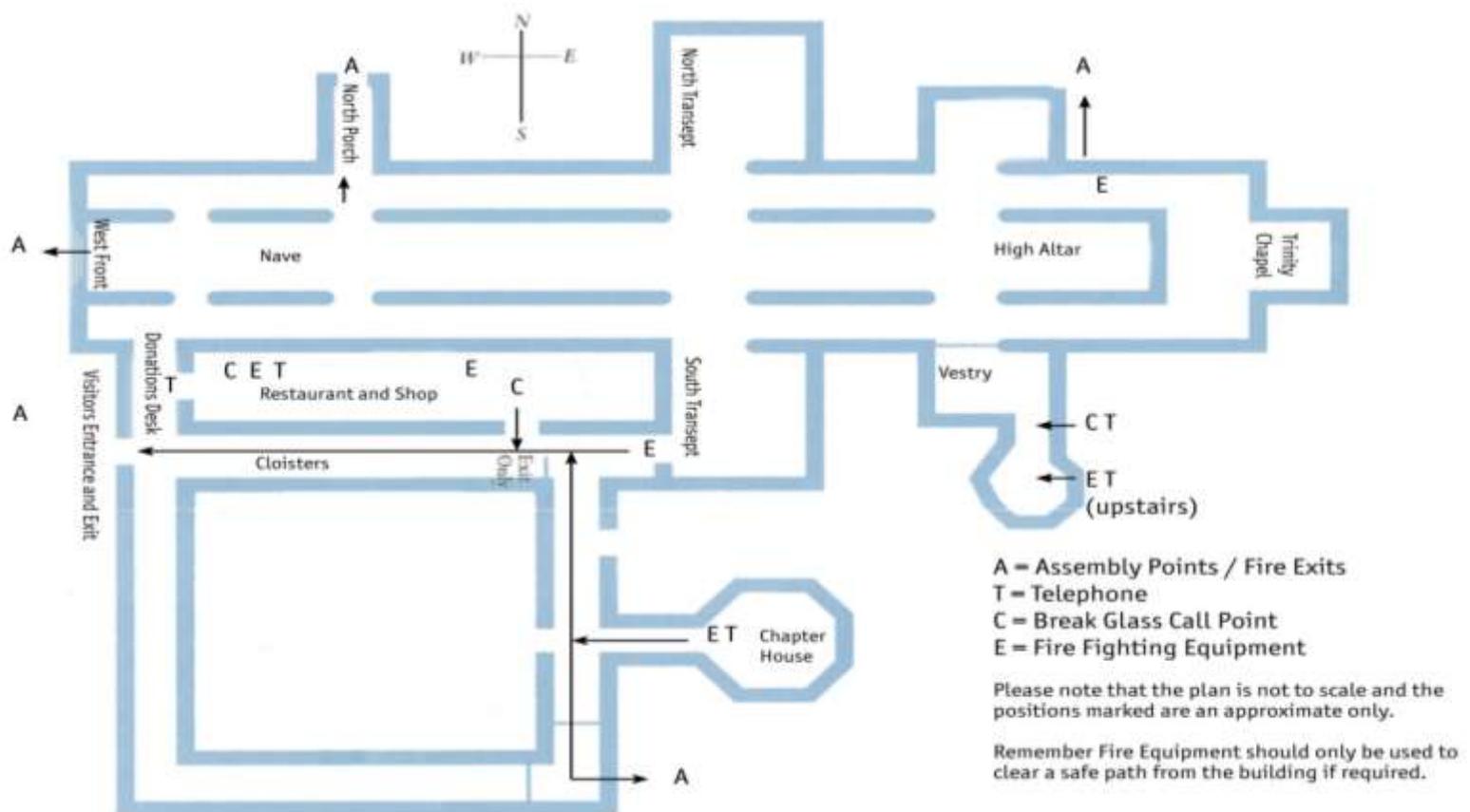
Name: The Very Reverend June Osborne, the Dean of Salisbury

# Annexe F

## Fire and Emergency Evacuation Procedure

Upon hearing the fire alarms and or the verbal announcement from the Clergy or Head/Duty Verger:

- If leading a tour, escort your tour group to the nearest fire exit picking up any stray visitors en route;
- If not currently leading a group, please assist any visitors to the nearest fire exit as you leave yourself;
- **Do not take it upon yourself to search the building for 'stragglers', this will be done by the Vergers/Fire Rescue personnel;**
- Please account for the people you escort from the building. ie. keep them together in one group until you are all outside. After you have left the building, they are free to dissipate should they wish;
- Be prepared to supervise one of the exit doors if asked by the Vergers. (This means to stop anyone entering or re-entering the building until the 'all-clear' has been given by the Duty Verger/Fire Officer);
- Do not re-enter the building under any circumstances before the 'all clear' has been given.



## Annexe G

### Salisbury Cathedral – the Organisation

The governance of the Cathedral is regulated by Statute, as required by the Cathedrals Measure 1999. It receives no funding from the government and a very modest grant from the Church Commissioners towards the stipend of the Dean and two residentiary Canons and needs to raise funds in order to be self-supporting. The governing body of Salisbury Cathedral is the Chapter, chaired by the Dean. Chapter is supported by the Executive, which is led by the Executive Director and Chapter Clerk, four Directors and a staff of approximately 90. There are over 600 volunteers that cover a variety of roles. In addition the Cathedral hosts a vibrant Friends of Cathedral organisation with a clear focus on fundraising. The organisational structure and Canon responsibilities are shown here.

Please see page 25 for Salisbury Cathedral's organisational chart.

