



## **Section A**

### **General Policy Statement**

It is the policy of Eastwood Baptist Church, so far as is reasonably practicable, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, visitors, contractors and others who may visit the church premises.

The allocation of duties for safety matters and particular arrangements that we will make to implement the policy are set out in this document.

The policy will be kept up to date, particularly in the light of any changes to our premises or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly every three and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all business meetings of the trustees and sub-committees where they exist, and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters

## **Section B**

### **Organisation and responsibilities**

#### **1. Responsibility of the Leadership Team [Ministers and Trustees]**

Overall responsibility for health and safety is that of the leadership team who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate codes of practice. Specific responsibilities may be delegated to other church personnel. The names of responsible persons will be recorded in writing and kept up to date as and when amendments are made.

#### **2. Responsibility of the church membership**

The church membership has a general responsibility to ensure that the health and safety policy is implemented.

#### **3. Responsibility of the health and safety officer**

The responsibility of the health and safety officer shall be –

- (i) To be familiar with health and safety regulations as far as they concern the church premises
- (ii) Be familiar with the health and safety policy and arrangements to ensure they are observed
- (iii) Ensure, so far as reasonably practicable, that safe systems of work are in place
- (iv) Ensure the church premises are kept clean and tidy
- (v) Ensure that the church premises are kept properly maintained
- (vi) Ensure that safety equipment and clothing is provided and used by all personnel where this is required
- (vii) Ensure that all plant, equipment and tools are properly maintained and in good condition, and that all operators have received appropriate training
- (viii) Ensure that adequate access and egress is maintained
- (ix) Ensure adequate fire-fighting equipment is available and maintained
- (x) Ensure that food hygiene regulations and procedures are observed

#### 4. Responsibility of employees and voluntary workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore –

- (i) Comply with safety rules, operating instructions and working procedures
- (ii) Use protective clothing and equipment when it is required
- (iii) Report any fault or defect in equipment immediately to the appropriate person(s)
- (iv) Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
- (v) Not misuse anything provided in the interests of health and safety

#### 5. The following persons are nominated as responsible for safety in particular activities/areas –

Name	Activity/Areas
<b>Colin Blatchford</b>	Named Health and Safety Officer
<b>David Flatman</b>	Fabric & maintenance of the church premises including: the fixed electrical system; portable electrical appliances; gas equipment; hazardous substances; boilers & heating system; other plant & machinery.
<b>Peter Page</b>	Kitchen (including food preparation and hygiene)
<b>Colin Blatchford</b>	Fire safety (including fire extinguishers; alarms; emergency evacuation)
<b>Colin Blatchford</b>	Personal safety (Including accident book &/or accident reporting; manual handling; working at high levels)
<b>Neil Keeble</b>	Media (including all audio/visual & ancillary equipment)

All leaders of all organisations/ groups also have their own unique responsibilities

## SECTION C

### Procedural Guidelines

This section sets out our arrangements to minimise, as far as reasonably practicable, risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

#### 1. Accidents and first aid

First aid boxes are located in the vestibule by the Nobles Green Road doors and by the kitchen door

Trained/qualified First Aiders are: Martin Wright, Jo Hellenbrand, Christina Petrou

The accident book is located in the kitchen by the refrigerator

All accidents and incidents are entered in the accident book and our insurers advised if deemed necessary

If the church premises are let to outside organisations, they are told in writing that, in the event of an accident, details must be entered in the accident book.

Accident books and records are regularly reviewed. These accidents will be reported to the Church Secretary: Val Statt

#### 2. Fire safety aims and objectives

Our policy is to fulfil our obligations under The Regulatory Reform (Fire Safety) Order 2005 and to ensure, so far as is practicable, that the risk from fire will be managed in compliance with Fire Safety Regulations.

Management of the fire risks will be undertaken in such a way as to prevent injury and/or ill-health to employees, voluntary workers, visitors, or others who may be affected by the activities of the church, as follows –

- (i) To ensure compliance with relevant legislation
- (ii) To ensure effective liaison with the local Fire Authority, as appropriate
- (iii) To undertake a suitable and sufficient Fire Risk Assessment of the premises and activities within the premises
- (iv) To identify and implement reasonably practicable measures to control the risks from fire
- (v) To conduct regular testing of fire and emergency equipment
- (vi) To conduct regular fire safety checks

(vii) to conduct regular emergency evacuation drills

(viii) to ensure relevant people are aware of fire safety and emergency evacuation procedures

### **Fire Safety Training**

The Regulatory Reform (Fire Safety) Order 2005 requires us to give adequate training to leaders of organisations, and any other persons who may be in charge who use the church premises, in the correct action to take in the event of a fire, to ensure the safety of visitors and members of the public. Training should include –

(i) How to locate the fire alarm system

(ii) Location of the fire-fighting equipment

(iii) How to call the Fire Brigade

(iv) The use and location of escape routes

(v) The location of an assembly point

(vi) Assist visitors and members of the public in evacuation of the building

### **Location and use of the fire alarm system**

There are two fire alarm push buttons in the premises. One is located directly opposite the main doors on the Nobles Green side of the vestibule. The other is located by the back door leading to the car park.

In the event of a fire **break the glass and press the button**, the fire alarm will continue to sound until it is reset in the control panel.

We have 4 types of fire extinguishers in the premises –

**Water type** – this type of extinguisher should be used on fires involving solid organic materials such as wood, natural fibres and paper. **NEVER** use on fires involving liquid, gases or electrics.

**Carbon Dioxide (CO<sub>2</sub>)** – this type of extinguisher can be used on liquids that mix with water such as acetone and methanol and liquids that do not mix with water such as waxes, fats, benzene and petrol. The fire is extinguished by smothering and cooling.

**Dry powder** – this type of extinguisher can be used on electrical fires, and are located by electrical equipment throughout the building. The fire is

extinguished by smothering and cooling.

**Fire blanket** – to be used only in the kitchen for smothering fires involving cooking oils, etc.

### **Fire escape routes**

Fire escape routes signs are located around the premises, showing a person running and an arrow giving the direction of the fire doors. These fire doors are double doors in the vestibule area; a side door in the main body of the church near the musicians' area and a rear door into the car park. The double doors and the side door are unlocked by turning the thumb lock handle clockwise and, where fitted, releasing the top and bottom bolts. The rear door is opened by turning the thumb lock handle clockwise. Anyone not familiar with the premises and/or vulnerable persons should be assisted to evacuate quickly and safely. For disabled persons a wheelchair is kept in the vestibule area.

### **Notification of Fire Brigade**

To call the Fire Brigade, **telephone 999** ask for the Fire Service and report location of Eastwood Baptist Church, Nobles Green Road, Eastwood, SS9 5PY

### **Assembly point**

The assembly point is located along Rayleigh Road towards Dandies Drive. **Do not** stay in the car park.

## **3. Electrical safety**

Mains powered electrical equipment should not be used in the church premises unless it has been tested in accordance with the P.A.T. scheme and appropriately labelled.

Plugs, cables and sockets will be inspected **biannually** by the responsible person to ensure that there are no loose connections, worn flexes or trailing leads. Items requiring repair/ replacement will be reported to **David Flatman** for action.

Every **two years** all our portable electrical equipment will be tested by a competent person with the appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of.

Every **year** a visual inspection will be carried out of the fixed electrical installation by the person responsible and any defects reported to **David Flatman** for action.

Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out.

Misuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following –

- (i) Visually check all electrical equipment before use
- (ii) Report all faults immediately to the person responsible
- (iii) Do not attempt to use or repair faulty equipment
- (iv) Electrical equipment should be switched off when not in use for long periods
- (v) Flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage

#### **4. Gas equipment**

Our gas boilers and any other gas equipment are maintained and checked annually by a competent contractor who is registered with the Gas Safe Register. Any necessary work required for safety is implemented immediately.

#### **5. Control of Substances Hazardous to Health COSHH**

COSHH regulations are followed with any product regarded as hazardous being safely stored.

For all hazardous substances, which include substances marked as 'harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment', data sheets or product information provided by the manufacturer are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident.

Chemicals are not to be mixed or stored in unmarked containers.

#### **6. Safety of plant and machinery**

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows –

- (i) Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use

- (ii) Machinery must be switched off before any adjustments are made
- (iii) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- (iv) Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
- (v) The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- (vi) Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
- (vii) Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used, and for work of a short duration, provided they can be safely secured. This may necessitate the use of ladder ties.
- (viii) Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- (ix) All plant and machinery will be regularly maintained and a schedule (below) kept of maintenance requirements –

Plant/machinery      Procedure for use and appropriate protective equipment

<p><b>Tower scaffold</b>  <b>Long extending ladder</b>  <b>Short universal ladder</b>  <b>High step ladder</b>  <b>Low step ladder</b></p>	<p><b>See section 9</b></p>
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- (x) Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on.
- (xi) The following items (below) of plant and equipment are tested by a competent person in accordance with an inspection programme –

Item	Inspection arrangements
<p><b>Fixed electrical appliances</b></p>	<p><b>Every 5 years</b></p>

<b>Portable electrical appliances</b>	<b>PAT biannually</b>
<b>Gas/Heating system</b>	<b>Annually</b>

## 7. Slips, trips and falls – condition of floors, steps and paths

In order to reduce, as far as is reasonably practicable, the risks of slips, trips and falls, an inspection will be made **periodically** by the responsible person of –

- (i) All floors and stairs in the church premises.
- (ii) All paths and steps into the church premises. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to the **H & S Officer** who will arrange for repairs or remedial measures to be carried out.

## 8. Lighting

In order to ensure that the church premises are adequately lit, an inspection will be made every **5 years** by the responsible person to ensure that all lights in the church premises (internal and external) are working. Any bulbs that require replacing will be reported to the **David Flatman** who will ensure that the bulbs are replaced following appropriate safety procedures.

## 9. Working at high levels

These instructions must be read and complied with by all involved in working at heights on the church premises: **No one over the age of 70 years is permitted to work at high level.**

Equipment available -

- \* Tower scaffold
- \* Long extending ladder
- \* Short universal ladder
- \* High step-ladder
- \* Low step-ladder

The above 5 items of equipment are the only equipment to be used on church premises for working at heights.

In the event of outside contractors working on the church premises they can use their own equipment, but it is their responsibility to ensure that their own equipment is safe and in good condition.

Physical risks should be minimised, as follows:

Where practicable, the tower scaffold should be used. This must be assembled as per instructions indicated on the frames and all four stabilizing

legs used.

Where ladders and step-ladders are used the guidelines as shown in Health & Safety Executive documents must be followed. (See INGD405 top tips for ladder and step-ladder safety; INGD402 for safe use of ladders and step-ladders)

The following (below) are designated as (i) high level areas (ii) persons who may work at high levels including those without special agreement (iii) procedure to follow –

High level areas Procedure	Name
<b>Ceiling/stage lighting in the Sanctuary</b>	

The appropriate training will be given and a system of recording will detail who is working where at any time.

## 10. Preparation of food (catering and food safety)

At least one church member will be trained at Level 2 Food Hygiene and Safety and will be responsible for oversight of the catering.

All persons using the kitchen will be made aware of the general principles for catering and cleaning, as set out below:

No one who is unwell, e.g., experiencing high temperature, cough and cold symptoms or vomiting or diarrhoea should be involved in preparing or serving food or beverages.

Foodstuffs should be purchased from reliable suppliers and stored according to the manufacturers' instructions.

Any items stored in the fridge or freezer should be labelled with the date of purchase/opening and ownership.

Any items found out of date or unlabelled will be disposed of.

Any foods left out on the counter should be covered and also labelled with use by date.

Freshly prepared foods for consumption that day must be stored according to best practise principles: See below.

Coats, handbags, etc., should be hung on the hooks provided outside the kitchen and should not be placed on countertops.

HANDWASHING before food or beverage preparation and service is essential. A separate sink is available for this specific purpose.

Aprons, hats and disposable gloves may be worn. These protective items should be taken off when visiting the toilet.

Money should not be directly handled by those involved in food preparation or service.

Countertops should be cleaned with hot soapy water before use and afterwards. Antibacterial sprays should be used sparingly.

Separate areas should be maintained for clean and dirty crockery, etc., wherever possible.

Crockery, cutlery, etc., should be thoroughly washed in hot soapy water and rinsed in very hot water then dried and stored away. Used tea towels should not be left in the kitchen and may only be used for single events then hot washed, dried and stored in the drawer for that sole purpose. Waste food should be put into green sacks and placed in the blue bin for recycling.

### **Principles of best practise**

- \* Buy from a reliable source
- \* Use within best before dates
- \* Store foodstuffs according to manufacturers' instructions
- \* Check fridge and freezer temperatures at least weekly and log in record book
  - \* Keep chilled foods at 5<sup>0</sup>c or cooler, serve and use within 2 hours
  - \* Hot food must be cooked to 72<sup>0</sup>c minimum
  - \* Hot food must be kept at 63<sup>0</sup>c or above during service
  - \* Foods should not be reheated
  - \* Leftovers should be carefully disposed of
  - \* A record should be kept of any food served, the event and the cook responsible, as well as the temperatures logged

### **Cleaning principles**

Everyone using the premises is responsible for keeping it clean and tidy and disposing of rubbish using pink, black and green sacks supplied.

Full sacks should be secured and stored outside awaiting refuse collection on

Tuesday mornings.

Cleaning materials are available under the kitchen sink and in the kitchen meter cupboard for general use.

Cleaning materials that are kept in the cupboards of the rear ladies toilets are subject to careful dilution and use only by the Cleaner or those instructed in their use. COSHH precautions are taken.

Separate mops and buckets are used for kitchen and toilet areas: these are labelled for kitchen use ONLY and for Toilet use

Sprays and bleaches should be kept to minimal use – with general cleaning being hot soapy water, using disposable cloths.

## **11. Manual handling – lifting, carrying and moving loads**

Our policy is to eliminate the need for manual handling, as far as is reasonably practicable.

Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists, as far as possible.

The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

## **12. Display screen equipment**

Our policy is to assess the risks of all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following factors will be considered when carrying out risk assessments –

- (i) Stability and legibility of the screen
- (ii) Contrast and brightness of the screen
- (iii) Tilt and swivel of the screen
- (iv) Suitability of keyboards, desks and chairs
- (v) The work station environment
- (vi) The user-friendliness of the software

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

### **13.Hazardous buildings/glazing**

Our policy is to ensure that our premises are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the premises are inspected every **year** by the responsible person.

(i) Any defects noted are immediately reported to **David Flatman** and the procedures put in hand for repairs.

(ii) Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury, until permanent repairs can be carried out.

(iii) A check is made of any asbestos in the premises by a competent person noting its location, type and condition. Where necessary, asbestos will be removed by a licensed contractor. Information regarding any asbestos remaining in the building is given to all contractors and anyone else who may be affected.

(iv) A check is made of all glazing in the premises to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

### **14.Baptismal pool**

The following must be read and complied with by all involved in the preparation and conduct of baptisms on the church premises.

(i) Care must be taken to avoid risks of electrocution and electric shocks:

- \* Electrical heaters must not be turned on until they have been placed into the pool carefully, ensuring electrical connections have been kept dry

- \* Electrical heaters must be turned off and removed from the pool before anyone enters the water

- \* No mains microphones or connected electronic equipment may be used on the platform area or in the pool

- \* Only radio microphones may be used in this area during a baptism

- \* No electrical heaters may be used in the rooms used for changing when people are changing out of wet clothes, use the central heating instead

(ii) Physical risks should be minimised:

- \* Two people should be available to remove or replace covers

- \* It is the responsibility of the leader of the church conducting the baptism to assess if the candidate is physically and medically fit enough for the form of baptism to be conducted

- \* It is also the leader's responsibility to ensure they are physically able to safely conduct the baptism and, if appropriate, enlist help
- \* Candidates must be briefed on the safety aspects regarding the risks of slipping and advised to take care
- \* Assistance should be provided, as necessary, particularly on the baptistry steps and the corridor to the changing rooms
- \* Signs must be displayed during all periods when the pool is uncovered, to warn all who use the premises of the danger of injury or drowning from falling into the pool, whether empty or full

(iii) Water hygiene should be maintained

- \* The pool should be swept or vacuumed to remove dust prior to being filled with water
- \* The pool should be emptied immediately following the baptismal service
- \* If an additional baptismal service is to take place the following week, the pool can be kept full in the interests of water conservation but appropriate action must be taken to prevent the possibility of anyone falling into the water while the pool is full

## **15. Personal safety**

Risk assessments will be undertaken and the appropriate guidance given for the protection and safety of persons working alone in the church premises, travelling to and from the church premises, accepting persons into their homes, handling cash and other valuables. See Lone Working Policy

## **16. Risk assessment activities**

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk, at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

## **17. Contractors**

Anyone entering the church premises for the purpose of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following –

- (i) Have their own health and safety policy (where required by law) and be able to provide a copy of same.
- (ii) Produce evidence that they have appropriate Public and Employers' Liability Insurance in place. A record of this evidence will be maintained.
- (iii) Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of

operation.

(iv) Where plant and machinery is brought onto the church premises by contractors, they must be able to show, where necessary, that the equipment has been inspected and tested to ensure its safe operation.

(v) Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church trustees. However, responsibility will remain with the contractors.

(vi) All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

### **Information and enforcement**

**Environmental Issues (T) 01702 215005 (email) [council@southend.gov.uk](mailto:council@southend.gov.uk)**  
**Health & safety (T) 0300 0031647 (email) [advice@gsi.gov.uk](mailto:advice@gsi.gov.uk)**

### **Health and Safety Law poster**

A copy of the HSE poster '**Health and Safety Law – what you should know**' is displayed in the rear corridor near the kitchen.

## Risk Assessment Checklist

### Risk assessment calculator

To calculate a risk rating, you need to grade both the likelihood and severity from 1 to 3. The grades are then multiplied together to give a risk rating.

#### Likelihood

The likelihood of something happening can be graded as –

1 = Low (seldom)

2 = Medium (frequently)

3 = High (certain or near certain)

#### Severity

The severity of injury, if something does happen, can be graded as –

1 = Low (minor cuts and bruises)

2 = Medium (serious injury or incapacitated for 3 days or more)

3 = High (fatality or a number of persons seriously injured)

Having assessed both likelihood and severity, a risk rating can be calculated by multiplying the likelihood with the severity. This will give a rating from 1 to 9

Risk rating matrix

	3	3	6	9
	2	2	4	6
	1	1	2	3
Likelihood		1	2	3
				Severity

The implementation of additional controls can then be prioritised as follows –

**1-2** = low priority (no action at all may be required)

**3-4** = medium priority (additional control measures may be necessary)

**6-9** = high priority (it may be necessary to stop the particular activity or restrict access to the area until action has been taken)

## **Accidents and first aid**

- Provision of first aid equipment
- Persons with first aid training
- Procedures to deal with accidents
- Transport arrangements to hospital
- Existing arrangements and assess what is needed

## **Fire safety**

- Combustible materials, flammable liquids and accumulations of waste
- Heaters, smoking and other sources of heat
- Provision of fire exits, escape routes, signage and emergency lighting
- Provision of fire detection equipment and fire-fighting equipment
- Effect of a fire on our neighbours
- Evacuation plans and training of stewards

## **Electrical safety**

- Condition of fixed electrical installation, including switches and sockets
- Condition of portable electrical appliances, including leads and plugs
- Use of unauthorised electrical appliances and temporary wiring
- Frequency of inspections

## **Gas safety**

- Condition and maintenance arrangements for fixed gas boilers and heaters
- Condition and arrangements for use, including storage and changing of cylinders for portable Liquid Petroleum Gas heaters

## **Control of hazardous substances**

### **Internal**

- Cleaning materials
- Types, amounts, storage arrangements
- Provision of personal protective equipment

### **External**

- Types, amounts, storage arrangements
- Insecticides, herbicides, petrol
- Provision of personal protective equipment

## **Plant and machinery**

### **Internal**

- Condition and potential injury arising from baptistry covers, stage lighting, hanging crosses and other suspended items
- Lifts, hoists and other lifting mechanisms
- Ladders, scaffolds and staging, including storage and accessibility
- Display screens, computer equipment and wall mounted speakers
- Any other equipment

### **External**

- Any maintenance equipment for church car park and surrounding pathways
- Lawnmowers and strimmers, etc

## **Slips, trips and falls**

### **Internal**

- Loose carpets, rugs, mats and other floor coverings
- Loose and uneven tiles, stone paving and floorboards
- Trailing leads and other obstructions
- Worn, steep and uneven steps and stairs
- Inadequate lighting, lack of handrails

### **External**

- Uneven and poorly maintained paths and steps
- Potholes, tree roots and unprotected drops
- Long grass and undergrowth
- Areas designated as wildlife habitats
- Poor drainage of paths and growth of algae
- Inadequate lighting and lack of handrails

## **Lighting**

### **Internal**

- Check adequacy of lighting
- Pay particular attention to stairs and steps

### **External**

- Paths, steps, drives and car park

## **Falls from a height**

### **Internal**

- Arrangements for light bulb changing
- Use of unsecured ladders
- Unprotected openings and walkways at high level
- Loft openings
- Use of fixed vertical ladders

### **External**

- Clearing of gutters and valleys

## **Food hygiene**

- Extent of food preparation
- Nature of foods to be prepared and stored
- Areas used for food preparation
- Facilities for washing and preparation of foodstuffs
- Experience, training and competence of food handlers

## **Manual handling**

- Moving and lifting of furniture, staging, pianos and other equipment
- Numbers required
- Specialist equipment needed

## **Display screen equipment**

- List all computer equipment
- Who uses it and for how long
- Check seating, workstation, screen, software

## **Hazardous buildings/glazing**

- Loose stonework, falling masonry, slates, tiles, gutters
- Detail any glass in windows below waist height and in doors or beside doors below shoulder height which is not of a safety material or protected against breakage (narrow panes up to 250mm need not be included)
- Arrange for a competent person to check for the presence of asbestos

## **Personal Safety see Lone Working Policy**

- Risk of attack
- Lone working, church sitting
- Handling of cash
- Means of raising an alarm, summoning assistance

## **Activities and other hazards**

- Services, concerts, events, exhibitions, etc
- Numbers attending
- Age-related hazards (children/elderly)
- Disability access/provision
- Fetes, sponsored walks, fund-raising activities
- Bungee jumping, abseiling, parachute jumps etc. (*Note these activities will require separate insurance arrangements by the provider of the facility*)
- Look for and note any other hazard which could cause someone harm which are not included in the above checklist