CONTENTS

Please note that the Appendices are only available by purchasing the full handbook. Please contact the office staff for further details.

Grace Baptist Trust Corporation assumes no responsibility for the contents of this handbook. It is provided as 'first step' guidance only. No liability is accepted for any injury that may arise on occasions when the guidance is followed. It is not intended to be authoritative and no liability is accepted for interpretation or omissions. All sample risk assessments are provided as a first step. Any risk assessment must reflect the actual circumstance of the activity at the location and be signed and dated accordingly.

Section 1

A HELPING HAND

The aim of this document is to provide a single source of basic health and safety information for use by churches.

The information is based on guidance issued and available from the Health & Safety Executive (HSE).

It is not intended to be definitive nor comprehensive, but is intended as a helping hand. If in doubt on any aspect consult the relevant published legislation or guidance.

Health & Safety is really about common sense; consequently the information provided should be used with common sense. Clearly a large church in large premises will have a greater detail requirement than a small church in smaller premises. In other words, how you manage and record health and safety will depend on your particular circumstances.

You must bear in mind that whatever the size of the building or congregation your health and safety obligations are the same, varying only on the requirement to record certain significant results. Despite this, it is considered good practice to record all that you do, what you have noted about any particular hazards and how you are to deal with them.

Always think carefully about what you do and never take risks.

INTRODUCTION

Health & Safety in churches is not something that can be ignored. Churches have a responsibility to ensure that people's actions do not pose uncontrolled risks and that all premises are safe. This requirement includes contractors and others who may use the building.

Local authorities also have the authority to inspect churches, usually arranged by appointment.

OBLIGATIONS

Churches that do not employ staff should, as a duty of care, do the following and those employing 1 to 4 people must:

- Display the statutory poster: Health & Safety Law.
- Make suitable and sufficient assessments of the risks to health and safety of both employees and others who use the premises.
- Make arrangements for implementing the Health & Safety measures identified as being necessary by the assessment.
- Provide relevant instruction and training.
- Have clear, communicated, emergency and evacuation procedures.
- Maintain records of injuries and first-aid treatment.
- Report notifiable accidents and dangerous occurrences.
- Exchange information on Health & Safety hazards with other users.
- Monitor and review Health & Safety procedures.

Churches employing 5 or more people, in addition, must also

- Have a written safety policy statement.
- Record the significant findings of a risk assessment.

LEGAL NOTES – DUTY OF CARE

The Health and Safety at Work Act 1974 (HSW) supplements the general duty of care of common law which building owners owe to visitors or users of their premises. The Act sets out general duties which are intended to ensure control of all possible hazards.

- **Section 2** of the HSW Act 1974 specifies the general duties of employers to their employees. It will apply only in cases where there is employment of persons at the place(s) of worship.

- **Section 3** requires employers and self-employed persons to conduct their undertaking in a manner that is safe with regard to non-employees.

- **Section 4** although the main focus of the Act is on places of work and the protection of employees, section 4 imposes duties on people who control, to any extent, church premises.

A local church may be an employer, perhaps of a cleaner or caretaker. For the purposes of the HSW Act 1974, Pastors / Elders would not usually be regarded as employees.

If the church premises are used partly by organisations which themselves employ people to run their activities, then those users may themselves be employers under the remit of the Act, for instance, play groups or similar.

Employers

Under the HSW Act 1974 it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees. This duty extends, so far as is reasonably practicable, to the provision and maintenance of:

- a safe environment;
- safe means of access and egress;
- safe plant and systems of work;
- safe use, handling, storage and transport of articles and substances;
- Information, instruction, training and supervision.

The requirement to safeguard includes the general public, visitors and in the church context, volunteers acting on behalf of the church.

Enforcement

The Health and Safety (Enforcing Authority) Regulations 1989 provide the authority for local authorities to inspect churches on Health & Safety matters. Generally the enforcing authority will be the Environmental Health Department (or equivalent) of the local District, Borough or Unitary Council. It is normal for such visits to be by appointment.

Enforcement action is likely to be fairly low-key with the church receiving a letter from an inspector detailing the problem and what should be done for correction. At this stage the advice given is not mandatory; however, any such advice should be taken heed of, if it is sensible and reasonable.

In the event of a serious breach, an improvement or prohibition notice will be issued. These are mandatory and must be obeyed.

An improvement notice identifies a breach of the law and requires it to be put right within a specified time. An example would be a poor standard of cleanliness in the toilets.

Where a breach of the law and a risk of serious injury exist, a prohibition notice is issued. This will say that all such activities must stop until the breach is remedied. An example would be the use of unsafe ladders or access / egress of roof void storage areas.

Employees

Employees (and self-employed persons) are required to take reasonable care of their own safety and that of other people who may be affected by their actions. They are also required to co-operate with their employer (and other organisations) to enable legal obligations to be met. This means that any people who work on church premises have a legal obligation to co-operate with the church, in the interests of health and safety; for example, following reasonable requests and instructions.

Interference

The HSW Act 1974 states that no person (not just employees) must interfere with, or misuse, anything provided in the interests of health and safety at work, for example, fire extinguishers and first-aid boxes.

Section 2

CHURCH BUILDINGS - SAFETY IN USE

Use of church buildings

The church buildings may be used by other organisations. These organisations must acknowledge the terms and conditions of use and provide a statement that they have policies and procedures in place to meet their statutory and other obligations. Any impression of approving users' arrangements is to be avoided.

ACCIDENTS AND INCIDENTS

The Legal requirement

The Health and Safety (First-Aid) Regulations 1981 require an assessment to be made to ensure the provision of adequate and appropriate equipment, facilities and personnel, so that first-aid can be administered to those who are injured or become ill in either the church building or under the direct care of the church in other locations [i.e. young people].

Even churches with less than 5 employees have to make an assessment and decide if one or more first-aiders are required.

The minimum first-aid provision is:

- A suitably stocked first-aid box
- An appointed person to take charge of first-aid arrangements

Why?

People can suffer injuries or fall ill at any time. It doesn't matter whether the injury or the illness is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First-aid at work covers the arrangements you must make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

What next?

- Carry out an assessment.
- Appoint a named person to be responsible for first-aid arrangements.
- Display this clearly.
- If determined as being appropriate, display the name of the trained first-aider.
- Have a first-aid kit available with an up-to-date selection of materials, sterile dressings, eye pads, bandages, Elastoplasts, etc. (Caution: only trained first-aiders should give any form of treatment)
- Provide adequate information.
- Make sure first-aid provision is available at all times.
- Provide an accident book and complete a record for every incident.
- Report major accidents and ill health using an accident form (F2508) within 10 days. (RIDDOR*)
  *Note: RIDDOR stands for the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995.

Reportable major injuries:

- Anything involving hospital admission for more than 24 hours.
- Any accident that results in death.
- Any accident that results in a major injury preventing work for more than 3 days.

Some other examples:

- Amputation.
- Dislocation of shoulder, hip, knee or spine.
- Broken bone(s) other than toe, finger or thumb.
- Loss of sight – temporary or permanent.
- Chemical or hot metal burn to eye, or penetrating injury to the eye.
- Unconsciousness caused by electric shock, or due to exposure to substances including biological agents.
- Unconsciousness caused by asphyxia, or exposure to a harmful substance or biological agent.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

ARRANGEMENTS FOR THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995 (RIDDOR) FROM 1 APRIL 2001

Report RIDDOR directly to a central point, called the Incident Contact Centre, rather than to individual local authorities (LAs). There are new responsibilities for LAs to ensure that they are made aware of accidents in their areas. See the web link http://www.hse.gov.uk/lau/lacs/72-7.htm

First-aid needs - What are they?

Churches will only need to make the minimum first-aid provision. Sometimes greater provision may be necessary. The following checklist is most applicable to churches. For a more detailed list see the HSE first- aid leaflet INDG214 from which this list is extracted.

	ASPECTS TO CONSIDER	IMPACT ON FIRST-AID PROVISION
1	Those churches with 5 employees or more are required by law to make an assessment of significant risks in the workplace. churches with less than 5 employees should also do the same as a matter of good practice	If the risks are significant first-aiders may be required
2	Are there any specific risks? Hazardous substances? Hand tools? Slippery surfaces? Etc.	Changes to how things are done may be required
3	What is the record of accidents and cases of ill health? What type are they and where did they happen?	Review the contents of the first-aid box. Review skills
4	How many people are present?	You may need to identify specific first-aiders
5	Are the premises spread out, e.g. are there several buildings on the site or multi-floor buildings?	You will need to consider provision in each building or on several floors
6	Are you remote from emergency medical services?	Identify specific contact details for the emergency services
7	Do employees travel a lot or work alone?	Consider issuing personal first-aid kits and training in their use
8	Do members of the public visit your premises?	You have no legal responsibilities for non employees, but HSE strongly recommends you include them in your first-aid provision

First-aid box - contents

There is no standard list of items to put in a first-aid box. The contents of the box would depend on how the needs have been assessed. However, as a guide, and where there is no special risk in the workplace, a minimum stock of first-aid items would be:

- 20 plasters (non-allergic).
- 20 individually wrapped sterile adhesive dressings (assorted sizes).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages (preferably sterile).
- 6 safety pins.
- 6 medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings.
- 2 large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings.
- 1 pair of disposable gloves (NOT latex).

The above is a suggested contents list only; equivalent but different items would be considered acceptable.

DO NOT keep tablets or medicines in the first-aid box. Drugs such as pain-killers, stomach preparations and so-called flu/cold remedies MUST NOT be kept in the first-aid box.

What is an appointed person?

An appointed person is someone you have chosen to:

- Look after the first-aid equipment, e.g restocking the first-aid box.
- Take charge when someone is injured or falls ill, including calling an ambulance if required.

Appointed persons should not attempt to give first-aid for which they have not been trained. (Short emergency first-aid courses are available). Remember that an appointed person should be available at all times people are present - which may mean the appointment of more than one person.

What is a first-aider?

A first-aider is someone who has undergone a HSE approved first-aid training course in administering first-aid at work and holds a current first-aid at work certificate. You may decide, following your first-aid assessment, that you need one or more first-aiders. A first-aider can undertake the duties of an appointed person.

How many first-aiders or appointed persons?

No hard and fast rules on when or how many first-aiders or appointed persons might be needed are made. This will depend on the particular circumstances of each place of worship.

Anything else?

People need informing of the first-aid arrangements. Putting up notices and telling people who the first-aiders or appointed persons are and where the first-aid box is will usually be sufficient.

Basic advice on first aid at work

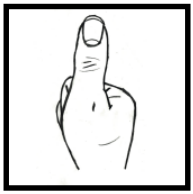
Advice on first aid at work is also contained in the HSE Free leaflet *INDG347(rev1), revised 08/06.* It is recommended that churches display this in a prominent position.

SPECIFIC HEALTH & SAFETY AREAS

The document list below includes particular areas which churches should specifically take note. This list cannot be comprehensive and therefore due regard must be made to current information as published by HSE.

SPECIFIC HEALTH AND SAFETY AREAS		
AREA	**LEGISLATION**	**GUIDANCE**
Asbestos	o The Control of Asbestos Regulations 2006	o ACOP L127: The management of asbestos in non-domestic premises o ACOP L143: Work with materials containing asbestos
Burns / scalds	o The Management of Health and Safety at Work Regulations 1999	o Health Guidance Note: 'Safe' hot water surface temperatures
Child safety [doors]	o (HSW) Act 1974 o BS7036 Part 4: item 7.1*	o *Recommends the use of a 'finger Saver' that either fills the finger trap or minimises the gap so as not to create a finger trap
Control of substances hazardous to health	o The Control of Substances Hazardous to Health 2002 & the (Amendment) Regulations 2003. o The Personal Protective Equipment at Work Regulations 1992	o ACOP L5: Control of substances hazardous to health o COSHH essentials
Drowning [baptistry]	o HSW Act 1974) o The Management of Health and Safety at Work Regulations 1999 - Regulation 3	o That an employer make a suitable and sufficient assessment of the risks to members of the public to help decide what measures need to be taken
Electric Shock	o The Electricity at Work Regulations 1989	o IEE: Code of Practice for in-service inspection and testing of electrical equipment o PM32: The safe use of portable electrical apparatus
Fire	o Regulatory Reform (Fire Safety) Order 2005 o The Health and Safety [Safety Signs and Signals] Regulations 1996	o Guide 6 - Small places of assembly - The Department for Communities and Local Government (DCLG)
Gas safety	o The Gas Safety (Installation and Use) Regulations 1998 o Gas safety [Management] Regulations 1996 o Gas Appliance -safety regulations 1995	o ACOP L56: Safety in the installation and use of gas systems and appliances
Glass safety	o (HSW) Act 1974 Regulation 74	o BS6262 P4, 1994 - Building Regulations approved document 'N'
Lifting and handling	o The Lifting Operations and Lifting Equipment Regulations 1998	o ACOP L113: Safe use of lifting equipment

SPECIFIC HEALTH AND SAFETY AREAS (CONTINUED)		
AREA	**LEGISLATION**	**GUIDANCE**
Lone working	o HSW Act 1974	o INDG73: Working alone in safety
Maintenance of equipment	o The Provision and Use of Work Equipment Regulations 1998	o ACOP L22: PUWER - Safe use of work equipment
Oil storage	o The Control of Pollution [oil storage] England Regulations 2001 o Scottish Statutory Instrument 2003 No. 531 The Control of Pollution (Silage, Slurry and Agricultural Fuel Oil) (Scotland) Regulations 2003	o PPG2: Above Ground Oil Storage Tanks o PPG26: Storage and Handling of Drums and Intermediate Bulk Containers,
Slips & Trips	o HSW Act 1974 o The Management of Health and Safety at Work Regulations 1999 - Regulation 3	o That an employer make a suitable and sufficient assessment of the risks to members of the public to help decide what measures need to be taken
VDU's	o The Display Screen Equipment Regulations 1992	o ACOP L26: Display screen equipment regulations - revised 2000
Violence / Security	o HSW Act 1974 o The Management of Health and Safety at Work Regulations 1999 - Regulation 3	o That an employer make a suitable and sufficient assessment of the risks to staff and others to help decide what measures need to be taken
Water storage / distribution	o The Control of Substances Hazardous to Health Regulations 2002	o ACOP L8: The control of legionellae bacteria in water systems
Working at heights	o The Working at Height Regulations 2005	o INDG401: The working at height regulations 2005 – a guide o INDG284: Working on roofs

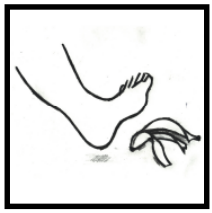


Specific points to which churches should attend

- Acknowledge and record the church's responsibility for health & safety at a church meeting.
- Say who is to be responsible on a day-to-day basis. The appointment of a small group may be one way.
- Implement the first-aid requirements.
- Carry out inspections and record problems so that they can be resolved.
- Determine hazards including hygiene matters [kitchens & toilets].
- Ensure testing and inspections are carried out in accordance with guidelines [Electrical installations, portable appliances and gas equipment].
- Control working at heights [Working at Height Regulations 2005].
- Control the use of chemicals [storage & use] – The COSHH Regulations 2002.
- Inspect children's activity equipment for hazards / problems on a regular basis.
- Consider people safety from security, violence and aggression: make known all issues: lock-up policy, lone working, safe haven etc.
- Carry out a fire risk assessment and make known all issues: fire evacuation procedures, freedom of obstructions to doors and corridors, location of fire points, etc.
- Manage asbestos: keep records and have an action plan.
- Have a written control procedure for the use of a baptistry.
- Keep records of all inspections and testing carried out.

Section 3

MANAGING RISK



The theory bit

4 main reasons

1. Ethical and moral reasons
2. Legal requirements
3. Financial
4. Business reasons

1. Ethical & moral reasons

Whatever risks an individual may choose to accept, it is unacceptable to put other people at risk.

2. Legal requirements

Health & Safety legislation and UK law place a duty on employers or where there are no employees, a duty of care to others.

3. Financial

When the true costs of accidents are taken into account, both human and financial, it makes sense to minimise risk.

4. Business

High standards are expected of churches. Negative Health & Safety matters are not a good witness.

Some definitions

- **'Hazard'** is something with the potential to cause harm.
- **'Risk'** is the chance of potential harm from that hazard - it is measured in terms of consequences and likelihood.
- **'Consequences and likelihood'** - the magnitude of consequences of an event, should it occur, and the likelihood of the event and its associated consequences, are assessed in the context of the existing controls.
  [Ref AS/NZS 4360:1999 Risk Management]

[Consequences and likelihood are combined to produce a level of risk]

Risk Matrix

The following Risk matrix can be used as a tool to decide on the risk outcome. The intersection of the likelihood and consequence choice gives the risk outcome.

A x B = C, where C compares to the range for the Risk Rank.

			Low Likelihood		Medium Likelihood	Significant Likelihood	High Likelihood
		[A]	1	2	3	4	5
			Rare	Unlikely	Possible	Likely	Certain or Imminent
			Not expected to happen		*Could well happen*	*Happening now or expected to happen within the next year*	
	[B]						
CONSEQUENCES	1	**Insignificant** No Injury	L	L	L	L	L
	2	**Low** First aid	L	L	L	M	M
	3	**Medium** Medical treatment	L	L	M	S	S
	4	**High** Extensive injuries	L	M	S	S	H
	5	**Very High** Death	L	M	S	H	H

	LOW RISK	MODERATE RISK	SIGNIFICANT RISK	HIGH RISK
Range [C]	1 - 6	7 - 10	11 - 16	17 - 25
	Accept Risk	Accept risk Respond if threat materialises	Accept risk Establish contingency plans Use preventative controls Closely control & monitor	Take immediate steps to reduce or eliminate the likelihood Consider insurance

ASSESSING RISK

Ensure that the officers and leaders of the activities within the church understand why they need to address the risk of something going wrong.

	NOTE
Step 1: Look for areas of harm [i] List potential risk areas of the building such as o Boiler rooms o Oil storage locations o Roof void / storage areas [ii] List the jobs people do , i.e. window cleaning Find out how the church controls and does things now o List the activities o List what controls are used	Areas of harm can be defined using 2 categories [i] As a result of the building and environment [ii] As a result of jobs people do A clear idea of the main activities and hazard areas and jobs will help in identifying and prioritising the risks
Step 2: Identify the risks o What can happen? o How can it happen?	Ask each group within the church to look at the particular risks that they face o Some risks would affect all or most groups (e.g. if the church burned down) o Some risks would only apply to a particular group o Some risks relate to the jobs they do. o Consider statutory obligations, including health and safety

Step 3: Analyse risks – Decide what should be done o Determine existing controls o Determine likelihood o Determine consequences o Estimate level of risk	Identify what actions and controls are in place (or should be in place) to minimise the risk and / or their effects and to deal with them. i.e. use a step ladder instead of standing on a chair Assess the likelihood of the risks arising and the consequence if they occurred
Step 4: Evaluate risks o Compare against criteria o Set risk priorities	Prioritise the risks Collate the information and list all the risks to which the church is exposed Make sure an action plan is used to eliminate high and significant risks as much as possible
Step 5: Accept risks	To accept the risk means to understand the particular risk of each situation, being confident that all necessary controls are being used to mitigate that risk
Step 6: Monitor and review	Check the risk assessments regularly to assess further preventative measures or to include for changes for better or worse

Section 4

RISK ASSESSMENTS IN PRACTICE

1. Look for the hazards

Make a list using the following:

- Walk round the premises including grounds, car parks and make note of what reasonably could be expected to cause harm.
- Now think about the things people do, like changing light bulbs, cleaning windows, decorating, etc.
- Talk to people, they may have insights and knowledge about problems that are not obvious to you.

2. Decide what should be done

- Think about how likely it is that the hazard found will cause harm.
- Think about the consequences of the hazard.
- Think about how you can reduce this risk.
- Make a list of your risks and control measures.

3. Take action

As far as practicable

- Draw up an action list that gives priority to high risk hazards or those that effect most people.
- Change how things are done to reduce the risk.
- Use a safer alternative.
- Prevent access to the hazard.
- Arrange work to reduce exposure to the hazard.
- Provide welfare facilities e.g. wash handbasins.
- Make available personal protective equipment.

4. Review regularly

- Arrangements need reviewing periodically to make sure that precautions are still working and to allow for new activities that may have been introduced.
- Review all assessments whenever a change occurs.

5. Suggested areas for consideration

HSE ADVICE	TYPE OF RISK – Building related		TYPICAL CONTROLS
	Risk Area	Risk Type	
INDG 223 rev 2 INDG 288 Asbestos Essentials	Asbestos	o Ceiling tiles o Pipe insulation o Fire stopping o Sprayed insulation o RWG's o Roof coverings	o Survey o Action plan o Risk register o Management control – Seal and mark
INDG343 INDG401 CIS 49 General Access Scaffolds and Ladders CIS10 Tower Scaffolds	Building maintenance [fabric]	o Loose tiles o Loose brickwork o Loose masonry o Loose railings	o Regular inspection o Maintenance programme
	Building access / egress	o Steps into buildings o Steps down into boiler rooms	o Provide handrails o Mark or highlight steps o Restrict access where appropriate o Maintenance [regular] o Good lighting
	Doors	o Trapping of fingers in doors o Impact with opening door	o Door safety edge protectors o Slow release door closers o Supervision o Manual hold back devices o Viewing panels installed
	Glass safety	o Unprotected glass o Fully glazed doors o Glass fronted notice boards	o Safety glass is installed to waist height and up to shoulder height [adult] in or next to doors / partitions or elsewhere o Safely film is installed to all affected unprotected glazed areas o Glass doors have a clear marker to make the glazing obvious o Glass fronted notice boards have adequate frame support or replace with plastic

HSE ADVICE	TYPE OF RISK – Building related		TYPICAL CONTROLS
	Risk Area	Risk Type	
INDG225	Slips, trips & falls	o External: slippery paving [algae] o External: slippery paving [ice] o External: uneven paving o obstacles / obstructions o Poor housekeeping o Internal: worn floor covering o Internal: wet floors o Trailing electrical leads	o Good housekeeping o Good light levels o Highlight changes in level o Safety warning signs [wet floors] o Maintenance of floors, stairs etc. o Maintenance of external paving o Cable protectors / temporary use tape
INDG401	Staircases & balconies	o Inadequate edge protection	o Restrict access o Secure handrails o Adequate edge protection [min 1100mm from floor level] o Supervision of children o Vertical spars provide protection against falling
	Working at height [roof void / storage areas]	o Falling – ladders & through open hatches	o Correctly fixed access ladders with hand rail o Guarded hatch o Adequate lighting
INDG284 INDG401 CIS 49 General Access Scaffolds and Ladders CIS10 Tower Scaffolds	Working at height [flat roofs]	o Falling from roofs or through roof lights	o Restrict access o Adequate edge protection whilst on roof o Safety harness o Have due regard to the Working at Height Regulations 2005 Manage working at heights - o Avoid work at height where possible o Use work equipment or other measures to prevent falls where working at height cannot be avoided o Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance / consequences of a fall should one occur

HSE ADVICE	TYPE OF RISK – Building related		TYPICAL CONTROLS
	Risk Area	**Risk Type**	
INDG 218	Fire precautions	o Electrical faults o Poorly maintained heating appliances o Cooking equipment o Candles o Storage of flammable gases / liquids – paint solvents / gas cylinders o Temporary decorative lighting o Inadequate escape lighting o Inadequate fire safety signs o No fire alarm system	o Electrical installation testing & inspection o Maintenance of portable electrical equipment o Maintenance fault reporting procedure o Fire alarm system – regularly tested o Correct holders for candles – not left unattended o Cooking equipment not left unattended o Fire appliances provided and maintained o Means of escape maintained and free from obstructions o Signs & signals for fire routes and fire points o Emergency luminaires o Flammable materials stored in appropriate containers o Effective evacuation procedures
INDG238 INDG 213 IEE Wiring Reg's 17th Edition: BS 7671 2008	Electrical safety	o Fixed installations o Externally mounted power supplies o Extension leads o Portable appliances o Decorative fittings [decorative lights]	o Electrical installation checks [5 yearly] o Portable appliance testing o Residual current device circuit protection o Emergency procedures – location of circuit isolation and circuit identification o Socket protectors provided

HSE ADVICE	TYPE OF RISK – Building related		TYPICAL CONTROLS
	Risk Area	Risk Type	
INDG 338 INDG 213	Burns & scalds including safe temperature protection	o Heating systems – radiators & pipework o Temperature control systems o Domestic hot water outlets o Cooking activities o Boiling water o Portable electrical fires / oil heaters	o Regular maintenance o Low surface temperature radiators o Provision of guards to radiators o Safe temperature mixer taps o Warning labels 'warning hot water' to all taps with no mixers o Training in use of catering equipment
INDG238 INDG235	Gas safety	o Boiler plant o Cooking equipment	o Regular maintenance o Clear means of isolation o Ventilation o Gas alarms
	Oil storage and supply	o Storage installations of greater than 200 litres' capacity o Pipework distribution	o Bund in accordance with the Control of Pollution [oil storage] England Regulations 2001 o Spillage control measures
INDG376	Water safety - baptistry	o Drowning o Water quality o Electrical shock o Water temperature	o Effective barriers to open pools o Emergency procedures o Supervision at all times the pool is open o Water treatment [chlorine or equivalent] and testing of free chlorine levels o Safe heating systems [Residual current circuit protection] o Monitoring of temperature

HSE ADVICE	TYPE OF RISK – Building related		TYPICAL CONTROLS
	Risk Area	Risk Type	
INDG376	Water safety - storage & distribution	o Legionnaires' disease	o DHW is stored at no less than 60°C o DHW return flow is no less than 50°C o Cold water storage is less than 20°C o DHW storage is cleaned and inspected periodically o Pipework is insulated to prevent uncontrolled heat loss or gain o Water storage fitted with a secured lid o Correct cross transfer water flow o Screens to all open pipework o Water storage & pipework insulated to prevent heat loss or gain o Water storage not in a hot environment o Regular cleaning and maintenance

HSE ADVICE	TYPE OF RISK – Activity related		TYPICAL CONTROLS
	Risk Area	Risk Type	
INDG69 INDG73 INDG401	Lone working – cleaning, caretakers etc.	o Aggressive / unstable people o Robbery o Faulty equipment o Falls from heights	o Examine competence & fitness o Provide emergency alert checks, phones etc. o Equipment suitability – tested & maintained o Restriction to working at heights
INDG36 INDG243	Office areas	o Use of VDU's o Slips, trips & falls o Manual handling o Photo-copying	o VDU workstation assessment o Adequate lighting o Good housekeeping o Manual handling assessment o Adequate ventilation
	Vehicles – use of	o Trips / outings o Collection 'bus' service	o Regular maintenance o Driver competence o Seat belts
INDG69 INDG73	Violence / personal security	o Aggressive / unstable people o Robbery	o Security / personal safety policy / procedure o Safe havens o Secure storage of valuables o Avoid lone working o Improvement to security measures
	Young people	o Youth groups / clubs o Child care [crèche] o Sunday school	o Child protection policy o Suitable premises for the activities o Maintained and suitable equipment o Adequate supervision o Training

HSE ADVICE	TYPE OF RISK – Activity related		TYPICAL CONTROLS
	Risk area	Task	
INDG68	Grounds' maintenance	o Grass cutting o Hedge trimming o Power washing o Pesticide use	o Suitable and maintained equipment o Residual current circuit breakers [electrical safety] o Protective equipment: i.e. suitable eye protection, gloves, footwear and clothing o Compliance with COSHH regulations o Correct fuel containers
INDG401 General Access Scaffolds and Ladders- CIS 49 Tower Scaffolds CIS10	Access to heights External building operation & maintenance	Maintenance of o Rain water goods o Building fabric and components o External luminaires o Signs	o Have due regard to the Working at Height Regulations 2005 Manage working at heights - Use work equipment or other measures to prevent falls where working at height cannot be avoided o Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur o Use contractors as required
INDG401 CIS 49 General Access Scaffolds and Ladders CIS10 Tower Scaffolds	Working at height Internal building operation & maintenance	o Window cleaning o Windows – access for opening / closing o Luminaire maintenance: bulb changing etc. o Shade / diffuser cleaning o Blind repairs o Decorating o Dressing for special events	o Have due regard to the Working at Height Regulations 2005 Manage working at heights - o Avoid work at height where possible o Use work equipment or other measures to prevent falls where working at height cannot be avoided o Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

HSE ADVICE	TYPE OF RISK – Activity related		TYPICAL CONTROLS
	Risk area	Task	
INDG401 CIS 49 General Access Scaffolds and Ladders CIS10 Tower Scaffolds	Working at height Internal building operation & maintenance [continued]	o Window cleaning o Windows – access for opening / closing o Luminaire maintenance & lamp changing etc o Shade / diffuser cleaning o Blind repairs o Decorating o Dressing for special events	o Use safety eyes for ladder security o Safe use of ladders including non-conductive types o Use contractors as required o Window opening poles o Safe use of step ladders
INDG290	Manual handling	o Handling heavy loads o Moving equipment o Moving paper reams o Moving stacks of chairs o Moving tables	o Carry out a manual handling assessment o Provide advice on proper lifting techniques o Seek assistance for help when lifting o Use mechanical aids [sack trucks / trolleys etc]
INDG229	Plant maintenance	o Fixed equipment o Gas boilers o Oil boilers o Fans	o Correct test equipment o Protective equipment: i.e. suitable eye protection, gloves, footwear and clothing o Compliance with COSHH regulations o Correct access equipment
	Work equipment – use of	o Floor cleaners o Vacuums o Lawnmowers o Strimmers o Heaters o Appliances o Other equipment	o Suitable and maintained equipment o Residual current circuit breakers [electrical safety] o Maintenance of portable electrical equipment o PAT testing
INDG136	Chemicals cleaning materials, solvents / paints, water treatment - baptistry	o Cleaning floors o Cleaning toilet areas o Gardening o Pest control	o Carry out a COSHH assessment o Change of product to one safer o Locked / secure storage o Safety warning signs o Provision of suitable PPE

Additional sources of information

HSE	INDG401	The working @ height regulations 2005 – a guide http://www.hse.gov.uk/pubns/indg401.pdf
HSE	INDG215	First aid at work
DTI	'The Stepladder User's Guide' , http://www.dti.gov.uk/homesafetynetwork/dy_stepladder.htm	
ECA	Practical alternatives to using step ladders part 1 http://www.eca.co.uk/files/hs/ECA_Practical%20Alternatives%20To%20Using%20Step%20Ladders%20Part%201.pdf	
ECA	Practical alternatives to using step ladders part 2 http://www.eca.co.uk/files/hs/ECB_Practical%20Alternatives%20To%20Using%20Step%20Ladders%20Part%202.pdf	
HSE	The Control of Substances Hazardous to Health Regulations 2002	
HSE	The Control of Substances Hazardous to Health (Amendment) Regulations 2003.	
HSE	ACOP L5 The Control of Substances Hazardous to Health Regulations 2002 (Fifth edition) Published April 2005.	
HSE	COSHH Essentials – Easy steps to control Chemicals.	
	http://www.hse.gov.uk/asbestos/essentials/index.htm	
	Asbestos essentials is a suite of guidance sheets on a wide range of non-licence working with asbestos material such as painting asbestos surfaces, cleaning luminiares fixed to asbestos lined ceilings etc.	

Section 5

COSHH ASSESSMENTS

Introduction

Legislation in the form of COSHH 2002 applies to a very wide range of substances including paints, cleaning materials, pesticides, insecticides and work generated substances such as vapours and dust. Guidance issued as ACOP L5 - control of substances hazardous to health (5th edition] April 2005, runs to 143 pages and explains how to approach COSHH 2002 for a wide variety of circumstances in the preparation of a COSHH assessment.

The purpose of the COSHH assessment is to determine how the substance could result in hazards to health and decide how these should be dealt with in a way that risks can be minimised.

There is a requirement for employers with 5 or more employees to record the significant findings of a COSHH assessment. It is also strongly advised that all others do so as a matter of good practice [Para 72 ACOP L5].

Application to churches

The number and type of chemicals used in churches will generally be restricted to simple commercial products of low quantity use. Exceptions to this could be when painting projects are undertaken involving larger quantities of paint and perhaps chemical paint strippers.

For most churches it is likely that there will NOT be any need to record formally any significant findings, however, it should be good practice to consider the chemicals used and how they are used, to make sure no hazards are inadvertently caused. It seems logical that this examination is recorded.

Carrying out a COSHH assessment can be quite daunting. To make this an easier task, the COSHH assessment process has been simplified. A simple COSHH assessment form has been provided that allows completion of the process. This is based on HSE published guidance 'COSHH Essentials'.

This simplification assumes that

- All necessary information can be obtained from the product label*.
- Hazard groups encountered will only be A, $A^{1,}$ B or C. The relevant hazard information for these has been included on the COSHH assessment form provided or attached tables.
- Exposure time will be that as for normal use.
- The amounts of chemical used are of low or medium quantities. Large has been discounted because this means tonnes or over 200 gallons!

*If the label does not include any hazard information, the manufacturer's data sheet (MSDS) will need to be obtained. The label on the product will tell you where to get it. The section on the MSDS that you need to look for is section 15, as shown below. The hazards are identified under 'Risk phrases'. The 'Safety phrases' can be used for safe use information.

Extract (section 15) from a manufacturer's data sheet (MSDS)
15. REGULATORY INFORMATION

Hazard symbol:	Xi	IRRITANT
Risk phrases:	R31	Contact with acids liberates toxic gas.
	R36/38	Irritating to eyes and skin
Safety phrases:	S2	Keep out of reach of children
	S25	Avoid contact with eyes
	S26	In case of contact with eyes, rinse immediately with plenty of water and seek medical advice
	S46	If swallowed, seek medical advice immediately and show this container or label
	S50	Do not mix with acids or other cleaners as this could give rise to dangerous fumes [Chlorine]. This product contains a material with a WEL published in HSE document EH40

Volatility

There is a requirement to consider volatility when carrying out a COSHH assessment. For this simple approach, volatility can be ignored for substances of hazard group A, A^1, B and C **if** the amount used is **low.**

If the quantity used is a medium amount for hazard group B or C then volatility needs to be considered. The COSHH assessment form provided gives information on how this is to be treated.

Extract from the COSHH assessment form

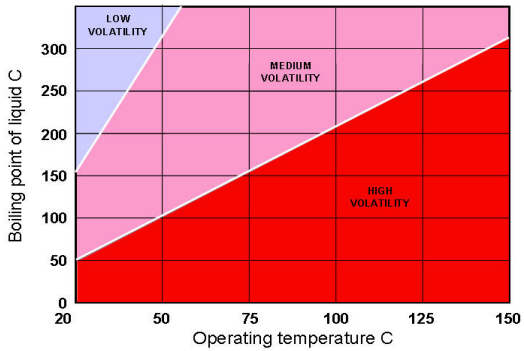
Source	Risk Number	Risk phrase from product	Hazard Group			Quantity used		Control Measures	
				SKIN	✓	Small amount	Med amount	For normal use	*Additional ventilation required
Table 1	Various	See table as attached	A[1]			i	i	**[i]] Low dustiness / volatility** General ventilation and good working practices	**[ii] Low dustiness / volatility -** *Engineering controls: local exhaust ventilation
Table 2 & COSHH essentials	36 / 38	Harmful to eyes & skin	A	S		i	i		
	20 / 22	Harmful by inhalation & if swallowed	B			i	iii		
	20 / 21/ 22	Harmful by inhalation & if swallowed and contact with skin	B	S		i	iii		**[iii] Medium dustiness / volatility -** *Engineering controls: local exhaust ventilation
	40	Possible risk of irreversible side effects	B			i	iii		
	Various	See as attached	C	S		i	ii		

The numbers [i], [ii] or [iif] at the columns 'small amount or medium amount' are explained in the section - 'Control measures – as shown here.

How do you determine the volatility?

To find this out you refer to the MSDS at section 9. An example is shown below. You need to locate the boiling point range [not the flash point]. (As shown below)

Using this temperature you refer to the graph and cross-reference to the room temperature to determine the volatility. If low then the control measure is general ventilation etc. If medium then additional ventilation will be required.



Extract (section 9) from a manufacturer's data sheet (MSDS)	
9. PHYSICAL AND CHEMICAL PROPERTIES - General Information.	
Form: Fluid	Ignition Temperature
Colour : According to product specification	Self-igniting: Product is not self-igniting.
Odour : Characteristic	Danger of explosion: Product is not explosive
Value/Range Unit Method	Explosion limits:
Change in Condition	Vapour pressure :
Melting point/Melting range: Undetermined.	Density : at 20ºC 0.850 g/cm^3
*Boiling point/Boiling range: 200ºC	Solubility in/Miscibility with Water
Flash Point:	Dynamic : at 20ºC 2800 mPas
	Solids content : 24.5%

PRACTICAL ISSUES

You may encounter problems with obtaining the information you need because information provided on a product label is varied and non-standard. There is also a need to make decisions on the information obtained.

The COSHH assessment form provided has standard hazards to health (risk phrase) information included, which should match that provided by the manufacturer. Comparing this with that provided on the product label will enable the COSHH assessment to be completed. However, in some instances the information will not match, so what do you do then?

What do you do when the hazard information does not match?

There are 3 circumstances where this may occur.

1. When actually there is no hazard – In this case go no further as it is no problem. The product label will make it clear there is no hazard.
2. The hazard is related to things like flammability, aquatic life and issues of the like.
3. When the hazard falls into hazard group C for medium / high amounts and D or E for all amounts - in this case a full COSHH assessment is required using the COSHH essentials guide. It is not expected that this will be applicable for the normal products you will use. If it is, you should consider a safer product anyway.

How do I deal with point 2 above?

The COSHH guidance says that all hazard groups not already identified in any particular group should be included as in group A. Table 1 as provided gives you all these extra risk phrases and these have been flagged as A^1.
So, if the product hazard is not as shown on the assessment form, compare against table 1. If it matches simply record the phrase on the form at row $A^{1,}$ tick this as the hazard noted. If no match is found, check the additional lists and proceed as necessary.

How do I deal with point 3 above?

If a risk phrase matches a hazard group D, E, then a more detailed assessment is required and the template COSHH assessment form cannot be used. Refer to COSHH 2002, ACOP L5 and COSHH essentials guide for help.

Risk phrase tables are included. You may need to refer to them when comparing the substance information. They will help you locate the correct risk phrase hazard group letter.

The COSHH assessment process

The assessment process provided is based on the process as detailed in 'COSHH Essentials' with all the information in the tables provided from COSHH essentials.

The COSHH assessment form

This is completed in 5 steps:

1. **Step 1: General Information** - Fill in the blank boxes with relevant information on the product etc. using the prompts as given.

Step 2: Hazards to Health –

i. Select the 'Hazard Identifier' from the product label (or MSDS). (irritant or harmful etc.)

ii. From the product label (or MSDS) select the relevant risk phrase and tick the hazard group letter(s). Tick all relevant.

iii. Select the relevant control measures required based on the amount used.

iv. Check the volatility for those substances of medium amount used as identified.

2. **Step 3: Safe use information -** Information is usually provided which says what to do to use the product safely. You can record this information here. It is also found in section 15 of the MSDS.

3. **Step 4: Risk and control statements**

i. Select the identified control measure from step 2 - either normal or additional ventilation.

ii. Identify any additional control measures such as gloves, goggles etc. Make note of any particular additional measures that would be a good idea etc.

iii. Select the risk control statement assessed as being reasonable.

4. Step 5: Assessment authorisation – Sign off and date the assessment making any notes relevant.

Section 6

LIFTING AND HANDLING

Always use appropriate handling equipment and lift objects carefully using the kinetic lifting techniques.

The kinetic method of lifting involves more than "Bend the knees and keep your back straight" it relies on fully utilising the body's natural postures and movement and also the momentum of the body weight and that of the object to be lifted to initiate movement in the right direction.

These principles can be applied if strict attention is paid to the following: -

- Is the load heavy, bulky, unwieldy, and difficult to grasp/unstable, unpredictable/harmful (hot or sharp)?
- Get help if the load is beyond your capability or is awkward.
- Always use appropriate handling equipment such as trolleys, wheels, ramps, hoists etc.
- Always use appropriate personal protective equipment such as safety shoes, gloves, overalls and eye protection etc.

Prepare the handling area and watch for all hazards. Are there:-

- constraints on posture?
- uneven or slippery floors, variations in levels?
- hot/cold/humid conditions?
- strong air movements?

Improve these factors as far as is reasonably practicable and remove obstructions and ensure you can see over the load when carrying it.

Handling posture is of vital importance and the feet must be positioned correctly. Feet are to be apart with one foot pointing away from the other and slightly in front with your weight balanced between them.

Take a comfortable hand hold, using the palm or surface of your hand and fingers. Keep elbows tucked in to the sides of your body.

Always lift towards yourself, never away from you. Hold the load as close as possible. Use your own body weight to balance and move the object.

There is nothing wrong with bending the back to take hold of the load provided the knees are unlocked and the feet are positioned as described. If the back is kept self-consciously straight right up to the moment the hands touch the object to be lifted balance will be jeopardised.

There is everything wrong when actually lifting with the back bent. This is where the head plays a vital part in protecting the spine. Raising the head as you take up the load brings it back into its natural curves. Do not twist your trunk while lifting - change your position by moving your feet.

If necessary, lift by easy stages, re-adjusting your lifting posture accordingly. Avoid lifting from above shoulder height if possible. Do not store objects at this level. Where objects have to be manoeuvred at high levels ensure you use safety steps with upper guardrails and handrails, adequately secured in the correct position.

Before lifting a heavy article, estimate the weight roughly and if beyond your lifting capacity, or if on attempting to lift, the load proves deceptively heavy - DO NOT LIFT ALONE BUT SEEK ASSISTANCE.

Be sure that you are using correct lifting methods to avoid strain and to reduce the risk of injury to yourself and others.

Group handling of heavy loads

Where more than one man is involved in manual lifting operations one man must be designated as being in charge and only he should give orders.

Risk Assessment

A risk assessment form can be used to assess manual handling tasks as appropriate to identify particular hazards related to the activity.

Remedial measures identified from any risk assessment must be implemented before the manual-handling task is undertaken.

Practical risk assessment

The lifting and handling risk assessment (sometimes called a manual handling assessment) is carried out by considering four main hazards in the workplace.

1. Caused by loads
2. Caused by the individual
3. Caused by the task
4. Caused by the environment

Further specific hazards in each of the above can be isolated by considering a series of questions for each. The manual handling assessment form [appendix 3] gives these details. A decision can then be made on the relative risk for each hazard. A simple scoring system can be used to determine the level of risk using 1, 2 or 3. Based on the description outcome for each hazard [see below], a risk score is chosen. An overall measure of risk is then determined as low, moderate, or high.

1 = Low risk
2 = Moderate risk
3 = High risk

HAZARDS	DESCRIPTION	Risk score 1, 2, or 3
Load	Limited number – trolley available - lifting from floor to trolley only	1
Individual	Able bodied – no restrictions caused by strength or health	1
Task	Use of trolley to limit risk	1
Environment	Standard office environment	1
	Total risk score [sum of A. B. C. D]	**4**

THE OVERALL RISK OUTCOME IS ✓	Acceptable control measures in place – Observe correct manual handling techniques	**LOW [0 – 4]**	✓
	Action may be required to make changes. Can the risk develop any further? Continue with care	**MODERATE [5 -8]**	
	Control of risks is of high priority by elimination / reduction to as low a level as is reasonably practicable	**HIGH [9 – 12]**	

.

Where:

LOW RISK Rating [0 - 4]

These risks have low priority for action though they should be kept under review to ensure that there is no deterioration. Simple control measures may be all that is required. Observe correct manual handling techniques.

MODERATE RISK [Rating 5 - 8]

At this level, all aspects of the hazard require reviewing. It should be assessed that no circumstances will occur that the risk could develop further. Action may be required to make changes, for instance the provision of a mechanical lifting aid would be best.

HIGH RISK [Rating 9 - 12]

The control of these risks must have a high priority and there is a need to ensure that these risks are eliminated or reduced to as low a level as is reasonably practicable.

The form in appendix 2 can be used to record the results of a risk assessment.

Section 7

WORKING AT HEIGHTS

Introduction

Every year many persons are injured, some fatally, whilst working at heights. These have occurred from either using work equipment, falling through fragile roof materials, falling off the edge of sloping or flat roofs and parapets and from ladders and scaffolding. They remain the single biggest cause of workplace deaths and the main causes of injury.

More than half of the accidents occur because ladders are not securely placed and fixed, and of these many happen when the work is of 30 minutes duration or less. Other causes of accidents include climbing with loads, overreaching or overbalancing, indicating that ladders are used when other equipment could have been more suitable. Some accidents are caused by grease, oil or some other slippery substance on the soles of the user's boots, being transferred to the rungs of the ladder.

Risk of accidents can be substantially reduced by management planning before work starts and by controlling the way work is done.

What is working at height?

A fall from height has to involve a fall from a higher level to a lower level.

HSE Definition: Work in any place from which a person could fall a distance liable to cause personal injury. It Includes access and egress except by a staircase in a permanent workplace and includes work at or below ground level. It does NOT include slips and trips on the level.

Working at height is using any work equipment e.g.

- MEWP [Mobile Elevating Work Platforms]
- Tower scaffold or ladder
- Kick stool
- Work on a roof, vehicle, machine or plant
- Working next to an excavation, cellar, opening, floor opening
- Using harnesses, rope access
- Standing on a chair/table to change a light bulb

What is not working at height?

- Work on the upper floor of an office where there is no risk of a fall
- Sitting on a chair
- Using permanent stairs if there is no maintenance or structural work going on
- Opening a window if there is no risk of falling

Working at heights hierarchy

Whenever working at heights is contemplated, use the hierarchy.

AVOID	Avoid working at height where possible.
PREVENT	Use work equipment or other measures to prevent falls where you cannot avoid working at heights.
MITIGATE	Where the risk of a fall cannot be eliminated, use work equipment, or other measures to minimise the distance and consequence of a fall should it occur.

Note: Protection from falls

If working at a height above 2 metres, protection from falls is expected - in 9 times out of 10 this will be via guardrails.

If working at a height below 2 metres, assess the risk and take precautions.

RISK ASSESSMENT

A risk assessment should be carried out before any work at height is undertaken. The assessment should highlight the measures that must be taken to ensure people are not at risk of falling from height.

You must assess the risks associated with working at height. HSE recommends a five-step approach to risk assessment with the risk of slips, trips and falls also considered.

- Step 1: Look for hazards associated with falls from height around the workplace. Where are people required to work at height? Do they carry out work from ladders, platforms, or scaffolds?
- Step 2: Decide who might be harmed and how. Who comes into the workplace? Are they at risk? Are some groups more at risk than others?
- Step 3: Consider the risks. Are there already measures in place to deal with the risks? Look at areas with unguarded openings or without guardrails and covers. Are regular inspections carried out?
- Step 4: Record your findings. This is good practice and is a must for five or more employees.
- Step 5: Regularly review the assessment. Make sure any significant changes that have taken place are taken into account.

Access equipment

Although various items of access equipment can be used, particular emphasis is given below to stepladders, ladders and loft ladders. If you intend to use any other item of access equipment the same sort of information should be prepared.

Standards

METAL LADDERS & STEPS			NOTES
BS2037 CLASS 1	INDUSTRIAL DUTY	Max safe working load 175kg (27.5 stones)	These ladders and steps are built for the most rugged and frequent use.
BS2037 CLASS 2 (now BS EN131)	TRADE DUTY	Max safe working load 150kg (23.5 stones)	'Class 2' is now replaced by the European-wide EN131. In the UK it is known as BS EN131.
BS2037 CLASS 3	DOMESTIC DUTY	Max safe working load 125kg (19.5 stones)	These are for occasional use around the home. They are NOT designed for trade and Industrial use. Insurance companies may state that using domestic ladders and steps for commercial work will invalidate claims for personal injury.
TIMBER LADDERS & STEPS			
BS1129 CLASS 1	INDUSTRIAL DUTY	Max safe working load 175kg (27.5 stones)	These ladders and steps are built for the most rugged and frequent use.
BS1129 CLASS 2 (now BS EN131)	TRADE DUTY	Max safe working load 150kg (23.5 stones)	Class 2 is now withdrawn. Very few British makes of timber ladders and steps are approved to BS EN131. Many ladders and steps are still "made to" the old standard but are no longer tested, approved and kitemarked.
GLASS FIBRE SAFETY STEPS			
BS EN131	TRADE DUTY	Max safe working load 150kg (23.5 stones)	These ladders and steps are built AND kitemarked to BSEN131.
LOFT LADDERS			
BS7553 CLASS H	HEAVY USE	Max safe working load 150kg (23.5 stones)	This is the strongest UK category with most being imported from the continent.
BS7553 CLASS G	GENERAL USE	Max safe working load 100kg (15.75 stones)	Generally these light domestic duty loft ladders will meet this standard.

Stepladders

Stepladders are commonly used because they are relatively compact and being freestanding, easy to move from one area to another. Stepladders must be used with care as they can tip sideways relatively easily. All types of stepladders are not suitable for all types of work, the use and selection of which should be carefully done.

Stepladders – selection for use

Stepladders are not banned by the Work at Height Regulations 2005 but it must be shown that a safer alternative has been considered. A risk assessment is used to determine this. The risk assessment will make clear why a stepladder has been chosen in preference to another method of access which, if an accident causing injury should occur, will be used as justification.

Only use stepladders with a handhold for simple short duration tasks of the correct height. Using stepladders which are too long or short, will cause increased risks. Normally, stepladders are used at no more than that of a single storey height* [2.5-3.5m]. * Alternatives should be considered at this height.

Accidents involving stepladders are generally the result of human error, usually from poor set up of the ladder or inappropriate work methods. Very few accidents result from the stepladders collapsing.

Always check for the relevant standard when buying or using stepladders. If it is not marked on the stepladder, and you are in doubt about compliance, check with the supplier.

Stepladder / ladder inspections

- Checks before use should pick up any immediate or serious defects.
- The frequency of inspections should be in accordance with manufacturer's instructions.

As a guide:

- Those frequently or occasionally used stepladders / ladders (daily to weekly use) should be inspected once every 6 months.

- Those infrequently used stepladders / ladders (normally in excess of monthly) should be inspected once every 12 months.

Tying ladders / stepladders with cable ties

- Use cable ties only for short duration because of UV degradation, corrosion and low temperature embrittlement.
- You can also use scaffold clips between the scaffold ledger (horizontal member) and around the stiles.

Ladders

Ladders are often used because they are readily available, are easy to use and transport. They are often the easy way rather than the right way to do a job. They are often not the most suitable access equipment for the job.

Ask yourself if the job can be done more safely in a different way. Ensure a ladder is the best solution and assess the risk. If in doubt ask others for advice.

Ladder types

All ladders should meet the requirements of the appropriate British or European standards - chose the correct type of ladder for the task – see table (standards) above.

Note 1: Ladder conductivity

Wooden ladders may be conductive; they may have steel strengthening wires in the stiles, the floor or wall surface may be conductive. Concrete floors can be considered conductive, wooden floor boards are not. Other paths to earth are earthed enclosures, structural steelwork.

**Note for information: Electricity at Work Regulations R14 –when working live where danger may arise, it must be unreasonable to work dead; reasonable to work on it or be near it while it is live; and suitable precautions are taken to prevent injury. All 3 points have to be satisfied.*

Key points to note

- Carry out a risk assessment.
- Inspect all stepladders / ladders for damage / defects before and after use.
- If applicable, restrict the area of work by notices, barriers or screens.
- Consider the conditions on the site - weather, movement of persons and vehicles etc.
- Consider the nature of the work - the type of tools to be used and the weight of any article to be fixed.
- Ask for advice to see if the task can be carried out more safely in a different way.
- Ensure that precautions are still adequate to deal with the risks.

STEPLADDERS AND LADDERS
Storage and inspection

- Ensure all stepladders / ladders have a unique ref. number attached.
- Always ensure visual inspections are carried out before and after normal use.
- Record all stepladders / ladders in a ladder register and formally inspect to a planned programme.
- Store in a covered, well-ventilated place where they are protected from excessive damp, heat and the weather.
- Keep wooden stepladders / ladders off the floor. [to protect against damp].
- Do not store so they are hung from their stiles or rungs.
- Store all stepladders / ladders in a locked area (where practicable)
- If stored in corridors, public areas, etc. they should be secured to a wall.
- Damaged stepladders / ladders or those with missing or damaged feet should be clearly labelled or marked and withdrawn from service until repaired, or disposed of.

STEPLADDERS & LADDERS - Setting up

Make sure

- The stepladder or ladder is visually inspected before use for damage, defects and missing parts– ensure the inspection safety tag is current.
- The stepladder or ladder is in good condition and fit for the purpose and that the stiles (the outside uprights) and rungs are not damaged.
- The stepladder or ladder rubber or plastic non-slip feet are not impaired or missing.
- The stepladder or ladder is used where the ground is stable and not slippery or soft - consider using a large board if the ground is soft and on uneven ground level. Either level the ground or use suitable and adequate packing.

Stepladders

Make sure

- The stepladder is correctly secured / tied if possible.
- The stays, chains, or cords used to prevent spreading are in good order.
- The stiles (the outside uprights), steps and top platform are not damaged.
- The stepladders are used fully extended with the restraints fully open and any locking devices are used.
- The steps are used at right angles to the work.
- The top tread or bucket shelf and the rear of the steps is not used as a foot support.
- The steps are close enough to the work to prevent overreaching.

Ladders

Make sure

- The ladder is correctly secured / tied.
- The ladder, including any accessories, is erected safely.
- The ladders are carried safely with the front-end elevated and allow for rear swing when turning.
- The ladder is not overloaded and scaffold boards are not laid on its rungs.
- The ladder is not supported on its rungs.

- No overhead power lines are within reach from the ladder. Metal ladders or steps must not be used where there is a risk of accidental contact with live electrical apparatus.
- Ladders are not carried when wet beneath overhead power lines.

STEPLADDERS & LADDERS - working from

Make sure

- The stepladders / ladders are the correct height and type for the task.
- The person using stepladder / ladder is fit for the task.
- Work is of a short duration - this is a maximum of 15 - 30 minutes' work at a single position before it is moved e.g. painting a window.
- A suitable barrier and warning signs or a safetyman are used to protect the work area.
- Flat firm soled shoes/boots with a good grip are worn.
- Footwear is clean from mud, oil, grease etc. before attempting to climb the ladder / steps.
- They are not placed in front of any door, which might be opened. If there is no alternative to this position, lock the door and keep the key in your pocket for the duration of the job, put and place a warning notice on both sides of the door. If the door cannot be locked, use a safetyman, barriers, restrain the door by use of a wedge etc. and place a warning notice on both sides of the door.
- The task to be done can be accessed without overreaching. Balancing on one leg is overreaching. Always move the ladder or stepladder to ensure safe access.
- You must have one hand free to grip the ladder. A handhold must be available. If a handhold cannot be maintained there is not sufficient security to prevent a fall, or the ability to recover should you slip, etc. so more needs to be done or other equipment used.
- Avoid holding items – use a tool belt or have items passed to you.
- Take care not to drop objects while you are aloft.
- Display appropriate signs if necessary. Many serious injuries are caused by people being hit by falling objects dropped by people working above them.

Stepladders

Make sure

- Stepladders are the correct height and type for the task.
- The stepladders can be placed correctly: i.e. is there enough space to locate and use the stepladder - stepladders are not normally levelled - follow the manufacturer's instructions.
- There are 2 clear steps above the step you are standing on where the top of stepladder is a hinge or stile.
- There are 3 clear steps above the step you are standing on where the top of stepladder is a step.
- There is a suitable platform with a handrail which can be used for a secure handhold.
- Only one person uses the stepladders at any one time.

  NB. With stepladders a handhold is not a must have, but a should have to allow boxes etc. to be carried up.

Ladders

Make sure

- You face the ladder and use two hands when climbing and descending. Normally 3 points of contact (hands and feet) must be used but short excursions are acceptable e.g. starting a screw and if arms are hooked around the ladder, for light drilling operations.
- When it is not practical to use only one hand, for example fixing an external luminiare to an outside wall, the use of ladders must be justified by using a risk assessment.
- A hoist line is used to carry materials or tools up and down a ladder. Never throw things down.
- That excessive weight is not carried up ladders – and is only what a single person can carry [designated as light work].
    - Up to 10 kg is acceptable (a bucket of something).
    - Up to 25 kg must be justified with a detailed manual handling assessment and job risk assessment. This allows the carrying of roof ladders for instance.
    - Above 25 kg is not acceptable.

Trestles

- Only use trestles if confirmed with a risk assessment.
- Only assemble trestles if you have been trained.
- Do not improvise. Use only the securing pins as provided with the trestle.
- Always access trestles using a stepladder. Never access a trestle off a stepladder so that the stepladder is side loaded.

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO 2005)

This piece of legislation became Law in October 2006. A range of existing fire safety legislation was repealed with their powers being transferred to the RRFSO 2005. Emphasis on fire safety will pass from the enforcer to the responsible person. Enforcement will remain with the fire & rescue service and a small number of other agencies such as HSE and Local Authorities (LAs).

Although only those who employ 5 or more people need to have a risk assessment in the written (or electronic) form - it is good practice for churches to do so also.

The key element changes are:

- The requirement for a fire certificate is gone.
- In its place – a demonstration that the arrangements for fire safety are suitable and sufficient to the risk presented.

Responsible person

- The responsible person is the building owner or employer or whoever has the premises under their control.

Duties and responsibilities

Key responsibilities

- Carry out a suitable and sufficient assessment of the risk of fire.
- Take appropriate steps to reduce the risk of ignition and limit the spread, growth and impact of a fire.
- Make sure that adequate and suitable means are provided for giving warning in the event of a fire.

The responsible person must also ensure that for all who may reasonably be expected to use the building:

- The risk assessment identifies what precautions are necessary to minimise the risk and that they are adequate.
- Safe working practices are employed at all times.

There are some other fire safety duties you need to comply with; the full text is available from *Guide 6 - Small places of assembly.* This guide details what is required to prevent, protect and inform on the risks and includes the following sections:

- Appointing competent persons
- Providing clear and relevant information on the risks identified by the fire risk assessment
- Consulting with employees
- Employing children
- Informing temporary or contract workers
- Co-ordinating with others who have premises in your building
- Using any person from an outside organisation who is working in your premises
- Dangerous substances
- Means of contacting the emergency services
- Appropriate information, instruction and training to employees
- Fire equipment and system maintenance
- Co-operation of employees

THE FIRE RISK ASSESSMENT

The 5 stages of a fire risk assessment are:

FIRE SAFETY RISK ASSESSMENT	
1	**Identify fire hazards** Identify: Sources of ignition Sources of fuel Sources of oxygen
2	**Identify people at risk** Identify: People in and around the premises People especially at risk
3	**Evaluate, remove, reduce and protect from risk** Evaluate the risk of a fire occurring Evaluate the risk to people from fire Remove or reduce fire hazards Remove or reduce the risks to people o Detection and warning o Fire-fighting o Escape routes o Lighting o Signs and notices o Maintenance
4	**Record, plan, instruct and train** Record significant findings and action taken Prepare an emergency plan Inform and instruct relevant people; co-operate and co-ordinate with others Provide training
5	**Review** Keep assessments under review Revise when necessary
Remember to keep your fire risk assessment under review	

Extracted from "Fire Safety Risk Assessment - small and medium assembly" (Crown Copyright) which provides a thorough explanation and checklists in respect of each of the above stages.

These are now expanded as follows:

STEP 1: WHAT ARE THE FIRE HAZARDS?

Evaluate by checking to identify all relevant hazards including

a. Combustible materials
b. Potential ignition sources
c. How the building(s) are managed
d. Existing fire precautions

The following lists can be used but they are not exhaustive and should be expanded as circumstances dictate.

a. Combustible materials

- Cardboard, paper and rubbish
- Storage areas and contents
- Surface finishes
- Textiles and furniture

b. Potential ignition sources

- Arson
- Fire hazard areas –kitchens / boiler rooms / store rooms
- Electrical installations
- Fuel sources
- Equipment
- Lightning
- Activities
- Festive occasions

STEP 2: PEOPLE AT RISK

Decide who might be at risk. Can they be effectively warned in case of fire and be able to make their escape safely, or put the fire out if it is safe to do so?

- Is the manner in which the building is used understood? Do not forget ad-hoc arrangements that would increase any risk.
- Know who uses the building – including vulnerable people.

STEP 3: FIRE RISK REDUCTION

Removal / reduction of fire hazards - Can the potential fuel for a fire and any sources of ignition be minimised? Consider:

1. Reducing the opportunity for ignition

- Effective building security
- Metal letter box containers

2. Reducing the availability of combustible materials

- Good housekeeping practices

3. Preventing fire spread

- Fire retardant surface finishes
- Compartmentation - fire doors
- Fire door maintenance

4. Building maintenance

- Control of contractors carrying out repairs and alterations
- Services' installations – oil storage, gas installations
- Maintenance and testing of
  - Gas / oil appliances
  - Electrical installations
  - Portable electrical appliances
  - Catering facilities and equipment
  - Fire alarm detection systems and fire appliances
  - Emergency lighting (escape & exit)
  - Escape fire door

5. How will the remaining fire risks be managed?

Consideration should be given to whether there are:

a. Good fire safety management controls

- A commitment to fire safety
- Monitoring of fire precautions
- Provision of emergency procedures
- Training in emergency procedures

b. Fire detection and warning systems

- Are escape routes maintained?
- Are there effective fire warning systems or methods?
- Is emergency lighting provided (escape & exit)?

STEP 4: RECORD SIGNIFICANT FINDINGS

Record the results of the assessment and the details of anyone who might be especially at risk in case of fire.

STEP 5: REVIEW

Keep under review – include any matters which need changing in the light of experience.

FIRE EXTINGUISHER TYPES

Main types of portable extinguishers, their use and colour coding

The contents of the extinguisher are indicated by a zone of colour on the red body

WATER For wood, paper, textile and solid material fire	**POWDER** For liquid and electrical fires	**FOAM** For use on liquid fires	**CARBON DIOXIDE(CO_2)** For liquid and electrical fires
			
DO NOT USE ON liquid, electrical or metal fires	**DO NOT USE ON** metal fires	**DO NOT USE ON** electrical or metal fires	**DO NOT USE ON** metal fires

Ref: Guide 6 - "Fire Safety Risk Assessment - small and medium assembly" (Crown Copyright)

SUMMARY

The assessment will

- Identify the fire hazards and people at risk
- Eliminate or reduce the fire hazards
- Manage any remaining fire risks to an acceptable level

The fire risk assessment should also ensure that balanced and appropriate measures are provided for escape from fire or other emergency, having taken into account the management of fire safety, disabled access provision and the type and range of measures in place required for a safe building.

RISK CONSIDERATIONS

LOW RISK - Areas where there is minimal risk to persons lives, where the risk of fire occurring is low, or the potential for fire, heat and smoke spreading is negligible and people would have plenty of time to react to an alert of fire.

NORMAL RISK - Areas that will account for nearly all parts of most workplaces. Where an outbreak of fire is likely to remain confined or spread slowly, with an effective fire warning allowing persons to escape to a place of safety.

HIGH RISK - Areas where the reaction time to the fire alarm is slower because of the type of person present or the activity e.g. the infirm and elderly or persons using, or staying in the premises. Also areas where the available time needed to evacuate the area is reduced by the speed of development of a fire, e.g. highly flammable or explosive materials stored or used (other than small quantities under controlled conditions).

Section 9

CONSTRUCTION & DESIGN REGULATIONS

The CDM Regulations (1994/2000) and the Construction (Health, Safety and Welfare) Regulations (1996) are revoked in full with other relevant documentation being amended to bring it in line and replaced with the CDM Regulations 2006.

All projects will need to consider the CDM Regulations 2006 insofar as applicability.

The CDM Regulations 2006 provide for only two types of construction projects.

1. Notifiable
More than 30 days or 500 person days of construction. Notification to the HSE must be made before design work, planning, or preparation for construction begins.

2. Non-notifiable
The regulations define specific roles to the various parties.

Why?

Clients [in this case - churches] must ensure suitable project management arrangements for Health & Safety remain in place and must allocate sufficient resources, specifically time.

The following are those who have specific roles within the process:

- Client [the church]
- Planning co-ordinator [appointed BEFORE the designer & contractor]
- Designer
- Contractor

Each project or site [if more than one project] will have an information pack. Whenever construction projects are to be undertaken, churches are advised to seek professional advice.