



General Maintenance & Work Day Guidelines

Work Description	Guidelines to Follow
Lone Working (See separate policy)	<p>If possible avoid working alone. If it cannot be avoided :</p> <ul style="list-style-type: none"> • Ensure someone knows where you are, what you are doing and what time you are expected to return. • Ensure you have a means to contact help (mobile or phone in church hall). • Avoid working at height.
Working at Heights (See HSE Safe Use of Ladders & Stepladders guide)	<p>This must be done with a minimum of 2 people present :</p> <ul style="list-style-type: none"> • If using a ladder, ensure that it is secure and not going to slip. Do not stand on any rungs where your waist is above the top of the ladder. • Do not over-reach. • If you cannot reach or carry out the work safely then you must use an outside contractor who can. • Read the HSE 'safe use of ladders' guidance notes.
Personal Protective Equipment (PPE)	<p>Wear the appropriate equipment for the task :</p> <ul style="list-style-type: none"> • Ear Defenders – noise • Safety glasses/goggles – dust, spillages, sharp edges etc. • Shoes – appropriate footwear for the task. • Gloves – appropriate gloves for the task but ensure that they do not diminish your hold or touch. • Overalls – splash risk etc. • Headgear – risk of bumping your head or splashing of chemicals, etc.
Chemical Usage (including paint)	<p>Use domestic chemicals only and for the use it was intended.</p> <p>Follow the manufacturer's instructions and wear any required PPE (gloves, masks etc).</p>
Equipment (Mower, strimmer, power tools, etc)	<ul style="list-style-type: none"> • Wear the appropriate PPE. • Do not use for prolonged periods. • Follow the manufacturer's instructions. • Use the right tool for the task. • Ensure that equipment is in good and safe condition before each use. • Do not use electrical tools near a water risk.
First Aid	<p>First Aid boxes are located in the hall kitchen and church kitchenette. Defibrillator is located in the hall kitchen.</p> <p>All first aid incidents (however minor) must be noted in the book in the kitchen area near the first aid box.</p> <p>Significant incidents must be reported to the Health and Safety Officer.</p>
Lifting and Moving	<p>Before lifting or moving anything :</p> <ul style="list-style-type: none"> • Make sure there are enough people for the job. • Ensure you do not put yourself in any danger. • Follow the basic principles of lifting and moving.
General Advice	<p>Please ensure that work is carried out in a clean and tidy manner and that all waste is disposed of by appropriate methods.</p>

