Bluntisham Baptist Church

General Maintenance & Work Day Guidelines

Work Description	Guidelines to Follow
Lone Working (See separate policy)	If possible avoid working alone. If it cannot be avoided : • 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)	This must be done with a minimum of 2 people present : • 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)	Wear the appropriate equipment for the task : • 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)	Use domestic chemicals only and for the use it was intended. Follow the manufacturer's instructions and wear any required PPE (gloves, masks etc).
Equipment (Mower, strimmer, power tools, etc)	• 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	First Aid boxes are located in the hall kitchen and church kitchenette. Defibrillator is located in the hall kitchen. All first aid incidents (however minor) must be noted in the book in the kitchen areas near the first aid box. Significant incidents must be reported to the Health and Safety Officer.
Lifting and Moving	Before lifting or moving anything : • 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	Please ensure that work is carried out in a clean and tidy manner and that all waste is disposed of by appropriate methods.

Work Day Register

I have read and understood the General Maintenance and Work Day Guidelines and agree to follow them. I understand that I have a duty of care to take all reasonable precautions and act in a safe and appropriate manner at all times to minimise risk of injury to myself and those around me.

Date :				
Print Name	**Signature**	**Work Undertaken**	**Time In**	**Time Out**

All safety questions, concerns, issues or incidents should be referred to the Leadership Team.