

All SAINTS CHURCH
Church Street, Clifton, Bedfordshire

WORKING AT HEIGHTS

1. Scope

This document refers to all activities undertaken on/to church property within or outside the church building by members of the church congregation, members of the public or external contractors. This includes, but is not limited to, cleaning, flower arranging, decoration, repairs.

2. General

All equipment used for working at any height must be checked on a regular basis (at least twice per annum) to ensure that it is in a safe and useable condition. These checks should be recorded and filed with the Terrier; a suitable label should be applied to the equipment so that any one using it can easily identify that it has been checked.

All persons likely to undertake any such works must be made aware of this policy and offered suitable guidance.

The maximum height at which a step-ladder/ladder may be used is **6 feet**.

Work at heights above **6 feet** must only be undertaken using scaffolding.

When work at any height is being undertaken the Incumbent and Church Wardens should be made aware that such work is taking place; a minimum of 2 persons must be present throughout the works.

Only equipment designated for working at heights (e.g. ladders, step ladders, scaffolding) may be used; no other items (e.g. chairs, pews) should be used.

3. External Contractors

It is the responsibility of external contractors to provide suitable equipment and working practices to ensure the safe working of their employees.

Prior to the commencement of any work by external contractors the church wardens and incumbent must ensure that the contractor has taken necessary steps to ensure safe working; this should include, but is not limited to, sight of risk assessments and health and safety plans.

4. RISK ASSESSMENT

Hazard / Risk	Persons at Risk	Normal Control Measures	Additional Control Measures	Risk Rating
<p>Use of incorrect equipment Falls and/or falling objects causing injury – possibly severe</p>	<p>Persons undertaking tasks, those in the vicinity</p>	<p>Ensure adequate information made available about safe practices</p> <p>Ensure suitable equipment is made available for use</p> <p>Ensure minimal high level storage</p>	<p>Ensure all relevant groups are made aware of the requirements.</p>	<p>Medium</p>
<p>Defective equipment Falls and/or falling objects causing injury – possibly severe</p>	<p>Persons undertaking tasks, those in the vicinity</p>	<p>Ensure all access equipment is suitable for purpose, checked before use and maintained in good condition</p> <p>Documented checks on access equipment to ensure safe working condition (minimum 2/year)</p> <p>Reporting procedure to allow rapid identification and removal of unsafe equipment</p>	<p>Church wardens and incumbent to 'own' this action</p>	<p>Medium</p>
<p>Inappropriate use of access equipment Falls and/or falling objects</p>	<p>Persons undertaking tasks, those in the vicinity</p>	<p>Use of access equipment restricted to those familiar with safe practices</p>	<p>Ensure at least two persons are present when tasks at height are being</p>	<p>High</p>

Hazard / Risk	Persons at Risk	Normal Control Measures	Additional Control Measures	Risk Rating
causing injury – possibly severe		<p>Maximum working height not exceeded.</p> <p>Ensure suitable positioning of equipment to avoid overstretching.</p> <p>Ensure floor surfaces are firm and level.</p> <p>Persons using access equipment should wear suitable footwear (flat, non-slip soles).</p> <p>Access equipment must be securely stored when not in use.</p>	undertaken.	
<p>Manual handling, unstable or heavy loads</p> <p>Falls and/or falling objects causing injury – possibly severe</p>	Persons undertaking tasks, those in the vicinity	<p>Ensure heavy objects stored at lower levels</p> <p>Multiple persons to be used in such movements</p>		Medium