

## Risk Assessment

All work should be risk assessed before commencement and appropriate precautions taken. If the risks remain unacceptable the work should not be carried out.

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

The important things you need to decide are whether a hazard is significant, and whether you have it covered by satisfactory precautions so that the risk is acceptable.

Risk Assessment is a 3 step process requiring you to:

1. Look for the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done. If the risk remains unacceptable the work must be postponed or cancelled.

## Fire Extinguisher Locations

### Ground Floor

Water	Church Front Entrance
Water	Church Hall
CO2	Church Hall
Powder	Kitchen
Fire Blanket	Kitchen

### First Floor

Water	Top of "Old" Stairs
CO2	Top of "Old" Stairs
Water	Top of "New" Stairs
Water	Room 2 (DoE Room)
CO2	Balcony

## Fire Break Glass Alarms

Ground Floor  
Sanctuary - behind piano  
Church Hall - beside exit doors

First Floor  
Room 1 upstairs (Bus View)

## Resetting the Fire Alarms

If the fire alarm sounds the church fire policy should always be followed and the church evacuated. However there will be times when DIY smoke/dust or cooking fumes will set off the alarm. In these cases assess the situation and evacuate if appropriate. Once it is confirmed to be a false alarm then...

Turn the key on the Fire Panel clockwise 90 degrees (from 12.00 to 3.00) to enable the control buttons  
Press the the "Mute" button to silence the alarms  
Resolve the problem  
Press the "Reset" button to reset the system  
Turn the key back to the 12.00 position  
If the alarm goes off again - repeat the process until problem resolved

The Fire Panel is located in the Church Hall above the door to the Sanctuary.

## Contacts

H&S, First Aid &  
Fire Co-ordinator  
Fabric Steward

Church Administrator

Minister

# Working in Church



The following information is provided to assist with the maintenance of the church. Appropriate authority should be obtained before carrying out or approving work in the church.

All tasks must be risk assessed and appropriate controls established before work commences.

*"My son, preserve sound judgement and discernment, do not let them out of your sight; they will be life for you, an ornament to grace your neck. Then you will go on your way in safety and your foot will not stumble.*

*Proverbs 3:21-23*

## **Romsey Baptist Church's approach to Health & Safety**

This leaflet should be read in conjunction with the Church Health & Safety Policy, Fire Policy, Church User Guidelines and Church Safety leaflet. Copies of these can be found in the Photocopier Room.

This leaflet is intended to provide practical advice to Volunteers working in the church.

### **Lifting (Manual Handling)**

All lifting, carrying, pushing or pulling tasks should be assessed before starting and no-one should undertake any manual handling tasks unless all the people involved feel comfortable with the task.

Where necessary lifting tasks should be postponed until appropriate assistance or lifting equipment can be organised.

### **DIY**

It has to be accepted that there is an ever increasing burden of legislation affecting DIY work and this needs to be taken into account by individuals offering to help. This legislation covers such things as the risks to lone workers from accidents, working at height on stepladders, working on electrical or gas systems and much more.

The church policy is that anyone wanting to carry out voluntary DIY work at the church must first consult the Fabric Steward who has responsibility for overseeing all such work and ensuring the safety of any voluntary workers.

### **Tools**

Volunteers who bring their own equipment or work tools in to use in church must take responsibility for their use, safe storage and removal on completion of the work.

## **Electrical Work**

Legislation introduced in January 2005 now requires that most electrical work in UK households is only carried out by a 'competent' person.

Only competent persons may carry out electrical work in the Church.

### **Electricity Meter / Fuse Boards**

Located in the cupboard on the left on entering the church from Bell Street.

Second fuse board in upstairs room 4 (door off the upstairs corridor opposite the toilet)

### **Gas Work**

Only CORGI qualified engineers may carry out gas work in the Church.

### **Gas Meter / Stopcock**

Located in the cupboard under the balcony stairs  
Emergency Phone number 023 8022 9531

### **Protective Clothing**

Volunteers should follow manufacturer's guidance with regard to appropriate protective clothing including face masks and gloves when working in the church.

### **Cleaning Up!**

There are 3 Vacuum cleaners in the church, an upright and 2 cylinders. These can usually be found either in the Boiler room or Storeroom off the Church Hall or in the cupboard on the right on entering the church from Bell Street.

There is also a floor polisher for trained users, this is usually stored in the storeroom off the Church Hall.

Bins can be emptied into the wheelie bin in the store outside the back door opened by the key kept by the bin in kitchen. New bin bags are kept under the sink in the kitchen.

## **Working at Height**

Falls from height kill around 14 people a year.

No one should work at height, or use stepladders, in the church unless they are familiar with HSE guidance on the selection, risk assessment and use of stepladders and working at height. A copy of these guidelines is held in the photocopier room.

No one should work at height, or use stepladders, in the church unless accompanied by a second person who can render assistance in the case of an accidents.

There are 2 stepladders in the church and these can usually be found either in the Boiler room or storeroom off the Church Hall.

### **Lone Workers**

No one should carry out potentially hazardous work unless they are accompanied by a second person who can render assistance in the case of an accident.

### **Utilities Information**

#### **Water Stopcock**

Located on the left immediately on entering the downstairs gents toilet annex.

#### **Telephone Points**

Principal ntl connection box is above the cupboards over the sinks (top left of kitchen).

There are phones and sockets in the Kitchen and the prayer room.

There is a BT main phone socket next to the principal ntl socket although this is not currently used.