

Southbourne with West Thorney

Risk Assessment - Working at Height

Location: St John's Church and Centre, St Nicholas Chapel
 Person with responsibility: Gill Prosser, Tim Marsden
 Name of assessor: Gill Prosser, Tim Marsden

Date of assessment: November 2022
 Time/Frequency: Ongoing/Annual
 Review date: November 2022

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Working at height - fabric	<ul style="list-style-type: none"> ● Staff ● Volunteers ● Visitors <p>Injury from falling from a height or injury from an object falling from height when:</p> <ol style="list-style-type: none"> 1. changing light bulbs 2. replacing heater elements in church 3. opening windows 4. accessing items/materials on high shelving e.g. in office 	<p>Staff and Volunteers informed no ladders to be used unless trained and approved to do so</p> <p>Working at heights policy in place and implemented</p> <p>Register of approved persons in place</p> <p>No work to be conducted above a height of 1m by members of the church, staff, team or their guests.</p> <p>A policy is in place for all work above 1m to be</p>	<p>Engage suitable contractor for working at any height above 1m or where the risk deems it necessary</p> <p>Ensure working at height policy and training is implemented and reviewed annually</p>	<p>Fabric Committee</p> <p>Standing Committee</p> <p>Contractor where required</p>	Ongoing	

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	<p>5. accessing audio/tech equipment e.g. in vestry</p>	<p>carried out by an approved contractor</p> <p>Safety briefing given to staff & volunteers covering working at heights policy</p> <p>Long Ladders removed and 'not to be replaced' policy in place</p> <p>Windows opened from ground where possible, e.g. centre hall using window-pole</p> <p>Low level steps provided, compliant with BS EN 131</p>				
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<p>Working at height - cleaning</p>	<ul style="list-style-type: none"> ● Staff ● Volunteers ● Visitors <p>Injury from falling from a height or injury from an object falling from height when:</p> <ol style="list-style-type: none"> 1. cleaning internal windows and ledges 2. cleaning gutters 3. cleaning fixtures and fittings above head height 	<p>Staff and Volunteers informed no ladders to be used</p> <p>Cleaner to work from ground level using, for example, long duster - instruction given</p> <p>Gutter guards fitted</p> <p>Contractor used if task not safely accessible from ground level</p>	<p>Engage suitable contractor for working at any height above 1m or where the risk deems it necessary</p> <p>Provide specific working at height training to staff & volunteers that need to work at height (under 1m), review yearly</p>	<p>Cleaner</p> <p>Standing Committee</p> <p>Contractor where required</p>	<p>Ongoing</p>	
<p>Working at height - banners & displays</p>	<ul style="list-style-type: none"> ● Staff ● Volunteers ● Visitors <p>Injury from falling from a height or injury from an object falling from height when:</p>	<p>Staff and Volunteers informed no ladders to be used</p> <p>Safety briefing given to staff & volunteers</p>	<p>Banner storage rack to be re-organised</p> <p>Pulley system for banner display that can be safely operated from ground level</p>	<p>Standing Committee</p> <p>Staff Team</p>	<p>Ongoing</p>	

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	<ol style="list-style-type: none"> 1. changing liturgical banners 2. putting up /taking down decorations or displays 		<p>Engage suitable contractor for working at any height above 1m or where the risk deems it necessary</p> <p>Provide specific working at height training to staff & volunteers that need to work at height (under 1m), review yearly</p> <p>Provide step ladder / training compliant with BS EN 131</p> <p>Prohibit staff & volunteers from working above 1m</p>			
Working at height - church tower	<ul style="list-style-type: none"> ● Staff ● Volunteers ● Visitors <p>Injury from falling from a height or injury from an object falling from height when:</p>	All access to the tower is currently prohibited for members of the church, staff, team or their guests.	<p>Display sign in church entrance forbidding access to tower</p> <p>Consult Inspecting Architect as required</p>	<p>Standing Committee</p> <p>Fabric Committee</p>	Ongoing	

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	<ol style="list-style-type: none"> 1. Accessing church tower 2. Inspecting church tower 3. Working in church tower <p>(Church tower defined as the space above the main entrance to the church)</p>	Should access or work be required, a contractor is used		Contractor where required		
Work by contractors	<ul style="list-style-type: none"> • Staff • Volunteers • Visitors <ol style="list-style-type: none"> 1. Injury from falling from a height / items falling from height 2. Damage to buildings/equipment 	<p>Contractors chosen for suitability and experience</p> <p>Contractors hold correct insurance, skills, and documentation</p> <p>Risk assessment submitted to PCC / created where appropriate</p> <p>Buildings/grounds closed to visitors/staff/team as appropriate</p>	<p>Keep records of contractors, works, and relevant paperwork</p> <p>Brief contractors on H&S policy before they start work</p> <p>Ensure contractors are clear on their role and responsibility</p>	<p>Standing Committee</p> <p>Staff Team</p>		

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		<p>Diocese/Architect consulted where required</p> <p>Faculty/proper permission for work sought as required</p> <p>Where a contractor is also considered part of the church or working in a voluntary capacity, it is our policy that the same rules for contractors (above) are followed</p>				