

Cirencester Baptist Church Health & Safety Policy

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Approved: Trustees & Members of Cirencester Baptist Church

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Purpose of document

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The policy is in three sections:

Section A – General statement of policy

Section B – Organisation and responsibilities

Section C – Arrangements

To all employees, voluntary helpers and contractors:

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

Section A – General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, church grounds and any associated buildings.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Diaconate, and sub-committees (where they exist) and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

This policy will be reviewed at one year from signing of document and thereafter every 3 years.

Signed

Peter Marrow (Church Secretary) on behalf of the Trustees of Cirencester Baptist Church

Date

Section B – Organisation and Responsibilities

1. Responsibility of the Trustees

Overall responsibility for health and safety is that of the Trustees of Cirencester Baptist Church who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

2. Responsibility of the Diaconate

The Diaconate has the general responsibility to ensure that the health and safety policy is implemented and that the arrangements outlined in this policy are updated as necessary.

3. Responsibility of the Health and Safety Officer

The following person carries the responsibility for the day-to-day implementation of the arrangements outlined in this policy:

Deacons/Facilities Manager

The responsibility of the Health and Safety Officer shall be to:

1. Be familiar with health and safety regulations as far as they concern church premises
2. Be familiar with the health and safety policy and arrangements and ensure they are observed
3. Ensure so far as is reasonably practicable, that safe systems of work are in place
4. Ensure the church building is clean and tidy
5. Ensure the church grounds is properly maintained including the safety of car park, bin store, cycle shed and trees
6. Ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. Ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. Ensure that adequate access and egress is maintained
9. Ensure adequate firefighting equipment is available and maintained
10. Ensure that food hygiene regulations and procedures are observed.

4. Responsibility of Employees and Voluntary Workers

All employees and voluntary workers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

Employees and voluntary workers must therefore:

1. Comply with safety rules, operating instructions and working procedures

2. Use protective clothing and equipment when it is required
3. Report any fault or defect in equipment immediately to the appropriate person
4. Report all accidents (however minor), injuries, near misses or other potential; safety hazards as soon as possible
5. Not misuse anything provided in the interests of health and safety.

5. Responsible Persons

The following are responsible for safety in particular areas:

Accident book/Accident reporting (1)	Church Administrator / Facilities Manager
Fire extinguishers (2.1)	Deacons
Emergency evacuation (2.4)	Service Leader / Activity Leader
Portable electrical appliances (3)	Deacons / Facilities Manager
Fixed electrical system (3)	Church Administrator / Facilities Manager
Gas equipment (4)	Church Administrator / Facilities Manager
Hazardous substances (5)	Church Administrator / Facilities Manager
Plant and machinery (6)	Church Administrator / Facilities Manager
Condition of floors and stairs (7)	Deacons
Condition of church grounds (7)	Deacons
Light bulb changing (8)	Deacons
Working at high levels (9)	Church Administrator / Facilities Manager
Food preparation (10)	Catering Manager
Manual handling (11)	Deacons
Display screen equipment (12)	Deacons
Building defects/glazing (13)	Deacons
Safeguarding (14)	Designated Persons for Safeguarding
Personal safety (15)	Deacons
Risk Assessments for outside activities (16)	Activity Leader
Contractors (17)	Church Administrator / Facilities Manager
Choirs/music	Worship Team Leader
Health and safety training	Deacons
PA	PA Team Leader
Networks	IT Support
Baptistry	Deacons
Building	Deacons

Section C – Arrangements (Implementation of the Policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

1. Accidents and First Aid

First aid boxes are located in:

Kitchen, Church Office, Kitchenettes (2) and Basement.

CBC have trained first aiders who are able to cover all aspects of church life. A list of these are maintained and is reviewed at least annually.

The accident book is located in the Kitchen.

All accidents and incidents are entered in the accident book or on an Accident report form and our insurers advised appropriately.

If the church building is let to outside organisations, they are told in writing, as part of their hire agreement, that in the event of an accident that they are responsible for maintaining their own accident book and any reporting of an accident is done.

Accident books and accident records are regularly reviewed by the Deacons.

RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

These accidents will be reported by the responsible person.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) there is a statutory requirement to report certain types of accident, dangerous occurrences and disease to the enforcing authorities. Fatal accidents, major injuries and injuries which involve the injured person being absent from work for more than seven days must be reported to the enforcing authorities. So must diseases and certain dangerous occurrences, as defined by the regulations.

There are three requirements for reporting, as follows:

- serious injuries or dangerous occurrences (as defined by the regulations) must be reported immediately. This must be followed by a report in writing within ten days on official form F2508;
- accidents involving the injured person losing more than seven consecutive days work (excluding the day of the accident but including any days which would not have been working days) but which do not fall into the above category, must be reported in writing within fifteen days on form F2508;
- reportable diseases, as defined by the regulations, must be reported in writing to the enforcing authority on form F2508A. This will be required only if the employer receives a

written diagnosis of the disease made by a doctor and the person concerned is involved with a work activity as specified in the regulations. Reportable diseases include certain poisonings, infections such as legionellosis and hepatitis, and other conditions such as certain musculo-skeletal disorders.

Accident reporting

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Recording

Full details of all accidents, disease and dangerous occurrences should be recorded using the Data Protection compliant HSE Accident Book. This is necessary for monitoring purposes and is also a requirement of RIDDOR, as well as the Social Security (Claims and Payments) Regulations 1979 and Social Security Administration Act 1992.

2. Fire Safety

Our policy is to fulfil our obligations under the Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we have undertaken the following:

- a) An assessment of the fire risks in the church and associated buildings and the risks to our neighbours. This is carried out either as a specific exercise or as part of our general health and safety risk assessments
- b) A check that a fire can be detected in a reasonable time and that people can be warned
- c) A check that people who may be in the building can get out safely including, if necessary, the provision of emergency lighting and fire exit signage
- d) To provide reasonable firefighting equipment
- e) A check that those in the building know what to do if there is a fire
- f) A regular check that our firefighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

2.1 Fire extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher	Size
Kitchen	CO2	2kg
Cafe	CO2 – Water	2kg – 3l
Forum	CO2 – Water	2kg – 3l
Atrium	CO2 – 2xwater	2kg – 3l
Outside Coxwell Room	CO2 – Water	2kg – 3l

Coxwell Room	CO2 – Water	2kg – 3l
Top of rear stairs	CO2 – Water	2kg – 3l
1 st Floor Corridor	CO2 – Water	2kg – 3l
Top of front stairs	CO2 – Water	2kg – 3l
Basement Entrance	CO2 – Water	2kg – 3l
Plant Room	CO2 – Water	2kg – 3l

The extinguishers noted are checked every Deacons Meeting by the Deacons to ensure that they are still in place, have not been discharged and have not passed their annual check by date.

The extinguishers noted above are checked annually by Chubb.

2.2 Fire Alarm System

The fire alarm will be tested weekly following the laid down procedures.

The fire alarm system is subject to a quarterly maintenance agreement, currently the church administrator is responsible for both.

The fire alarm will be tested weekly for the benefit of employees.

The fire alarm will be tested twice-yearly for the congregation for purposes of noticing what the fire alarm sounds like on one occasion and for an evacuation on the other.

The fire alarm will be twice-yearly for FUF's for purposes of noticing what the fire alarm sounds like on one occasion and for an evacuation on the other.

The fire alarm will be tested twice-yearly for Youth Work for purposes of noticing what the fire alarm sounds like on one occasion and for an evacuation on the other.

2.3 Other Fire Protection Equipment

The other fire protection equipment we have is as follows:

Location	Equipment
Fire Blanket	Kitchen

2.4 Evacuation Procedure

For large services and concerts, where the congregation/audience exceeds 500 our procedures for stewarding/evacuation are as follows:

- a) All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the 'Running Man' symbol

- b) A check must be made that all doors can be opened
- c) A trained steward must be allotted to each door and have responsibility for persons in a specific part of the church:

Area of Church	Exit Doors
Forum	Outside fire door Rear Door Main Doors x 2

- d) Responsibility for using each fire extinguisher will be allotted to named and trained stewards
- e) In the event of an emergency (fire/bomb threat, etc.), an announcement to leave the building will be made by the Service Leader/Activity Leader
- f) Persons will assemble at the rear of the building
- g) The emergency services are called automatically by the alarm system.

2.5 Fire Alarm Tests

Weekly fire alarm tests will be done on Thursdays at 10:00.

The fire alarm will be sounded at 12 monthly intervals such that most people who use this building will have heard the fire alarm. Specifically this will be sounded for services in the Forum, Coxwell Room, during weekday FUFs and weekday youth activities.

2.6 Evacuation Drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

3. Electrical Safety

- a) A list of all our portable electrical appliances is maintained by the Deacons
- b) Every Deacons Meeting plugs, cables, switches and sockets will be inspected by the Deacons to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed will be arranged by the Deacons. In the meantime should any defect be noticed, the problem is to be reported to the Deacons for correction
- c) Every two years all our portable electrical equipment will be tested by a competent person with an appropriate level of electrical knowledge and experience who has the correct equipment to complete the tests, knows how to use it and can correctly interpret the results. Any unsafe equipment will be safely disposed of
- d) Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a 'Full Scope' member of the NICEIC, ECA or NAPIT. Any necessary remedial work will be carried out, next inspection due December 2021
- e) It is our policy not to sell any second-hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained
- f) Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical

equipment can kill. All employees and voluntary workers must observe the following:

- (i) visually check all electrical equipment before use
- (ii) report all faults immediately to the Deacons
- (iii) do not attempt to use or repair faulty equipment
- (iv) no electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record
- (v) electrical equipment should be switched off and disconnected when not in use for long periods
- (vi) flexible cables should be positioned and protected so that they do not constitute a tripping hazard and are not subject to mechanical damage.

4. Gas Equipment Safety

Our gas boilers and any other gas equipment is maintained and checked annually by a competent contractor who is registered with the Gas Safe Register.

Any necessary work required for safety is implemented immediately.

5. Hazardous Substances

The Deacons will maintain a list of all hazardous substances used in the church building.

Where possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:

For all hazardous substances, which include substances marked as ‘harmful, irritant, corrosive, toxic, very toxic, flammable, highly flammable, extremely flammable, explosive, oxidising or dangerous for the environment’, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident for example:

Name of substance: Liquid floor cleaner ‘Flash’

Hazard level: Low

Storage: Must be kept in locked ground floor utility room

Protective clothing: Wear overalls and gloves

Accidents: If splashed in eyes wash immediately with copious amounts of water.

Detail all substances, noting in each case the name of substance, hazard type, method of storage, protective clothing required and procedure in the event of an accident.

A hazardous substance record is available upon request.

Examples of other hazardous substances you might have are: petrol, pesticides, insecticides and polishes.

Do not mix chemicals.

Do not store chemicals in unmarked containers.

6. Safety of Plant and Machinery

The responsible person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:

- a) Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use
- b) Employees and voluntary workers must not ride on any parts of machinery not intended for that use
- c) Machinery must be switched off before any adjustments are made
- d) After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used
- e) Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects
- f) The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery
- g) Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery
- h) Ladders may only be used when other equipment such as tower scaffolds or mobile elevated work platforms cannot be used and for work of short duration provided they can be safely secured. This may necessitate the use of ladder ties
- i) Any defect and damage found to any item of plant or machinery must be reported to the responsible person
- j) All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements:
 1. Our gas fired boiler is maintained by a registered gas fitter
 2. Our heating system is maintained by a heating engineer
 3. Our lift is maintained by a lift engineer
 4. Our lift is inspected independently of any lift engineer every 6 months
 5. Our fire alarm system is maintained by CIA Fire & Security Ltd
 6. Our electrical system is brand new as of December 2016 and as such does not require any scheduled maintenance until December 2021.

In all of the above it expected that the contractor undertaking the maintenance will provide all their own safety equipment.

The maintenance schedule will be maintained by the Church Administrator/Facilities Manager.

The following is a list of plant and machinery that is not covered by maintenance agreements:

1. Speakers in the Forum – these items are essentially maintenance free. They are on swivel mounts, both horizontal and vertical, movement in the horizontal plane may be accomplished using a ladder and checking the signal and electrical connections. Everything else requires the use of a large cherry picker and up to 4 people to assist with the work due

to the weight of the speakers

2. Projectors in the Forum and Coxwell Room – the taking down and replacing of the projector in the Forum must be accomplished using a cherry picker, all other activities surround projectors can be accomplished using a ladder

3. Lighting bars in the Forum –lights can be safely attached or taken down using a ladder, the weight of lights are considered to be low, however, the use of a small cherry picker should be considered.

4. Ladders – each time ladders are used they will be checked that they are safe to be used. They are to be kept locked in the basement

5. Solar panels – these are essentially maintenance free requiring only a monthly visual check of the panels themselves for accumulated debris. Should debris need to be removed then the appropriate access to roof procedures will be followed to remove debris.

k) Persons must not work on their own unless they have a means of communication and have notified a colleague of the details of the work being undertaken and agreed a procedure to ensure their safety is checked on

l) The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

1. Our gas fired boiler is maintained by a registered gas fitter

2. Our heating system is maintained by a heating engineer

3. Our lift is maintained by a lift engineer

4. Our lift is inspected independently of any lift engineer every 6 months

5. Our fire alarm system is maintained by CIA Fire & Security Ltd

6. Our electrical system is brand new as of December 2016 and as such does not require any scheduled maintenance until December 2021.

7. Slips, Trip and Falls – condition of floors, steps and paths

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every Deacons Meeting by the Deacons of the following:

a) all floors and stairs in the church building

b) all paths and steps in the churchyard.

Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to Deacons who will arrange for repairs or remedial measures to be carried out.

8. Lighting

In order to ensure that the church is adequately lit, an inspection will be made every Deacons Meeting by the Deacons to ensure that all lights in the church building and churchyard are working.

Any bulbs that require replacing will be reported to the Deacons who will ensure that the bulbs are replaced following appropriate safety procedures.

9. Working at High Levels

The following areas are designated as high levels:

- a) Forum
- b) Atrium
- c) Roof
- d) The Cross and the lettering on the side of the building

Only the following persons may work at high level:

- a) Approved Contractors
- b) Deacons

The following procedures must be followed, the CBC Working at Height Procedure as documented in the CBC Procedures Manual. Paper copies of which are held in the Church Administrator's Office and electronic copies held in the church filing system.

The following work is authorised without special agreement for working at high level:

- a) Lightbulbs in the Forum that are not strip lights
- b) Moving the speakers in the Forum in the horizontal plane
- c) Attending to the wiring to the speakers in the Forum
- d) Attending to the projector in the Forum

The appropriate training will be given and a system of recording will detail who is working where at any time.

10. Preparation of Food

- a) We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs
- b) We ensure that all food handlers have received adequate supervision, instruction and training
- c) We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures
- d) Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected
- e) Food stuffs may only be prepared in the following areas:
 - Kitchen
 - Kitchenettes (x2)
- f) Only the people who have received the appropriate training may prepare and serve foodstuffs
- g) We ensure that all hirers who wish to provide foodstuffs are advised of the facilities and procedures.

11. Manual Handling – lifting, carrying and moving loads

Our policy is to eliminate the need for manual handling as far as is reasonably practicable.

Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.

The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling

Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

12. Display Screen Equipment (DSE)

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible.

This check is to be done as a minimum annually where no move of desk has happened but should people move desks then a new DSE assessment should be made on occupation of the new desk.

This check is to be done as a minimum annually for those who additionally choose to work from home.

The following factors will be considered when carrying out risk assessments:

- i. stability and legibility of the screen
- ii. contrast and brightness of the screen
- iii. tilt and swivel of the screen
- iv. suitability of keyboards, mice, desks and chairs
- v. the workstation environment, in the office and at home should work be done there too
- vi. the need for the provision of laptop stands, additional keyboards and chairs, etc. at home
- vii. the user-friendliness of the software.

Daily work routines will involve periods away from the screen. Where necessary, risk assessments will be carried out by the responsible person.

It is the policy of the church to pay for sight tests for employees. And for the provision of basic spectacles should they be needed for use with Display Screen Equipment.

13. Hazardous Buildings/Glazing

- a) Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every Deacons Meeting by the Deacons. The Deacons are then responsible to put into hand any repairs as necessary
- b) Where necessary, temporary measures are to be taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out
- c) It is noted that there is no asbestos in the building. The building is essentially a brand new building in 2016 and any asbestos on the site was removed as part of the creation of the new building
- d) It is noted that there at all glazing in windows below waist and in doors and beside

shoulder height is of safety material. The building is essentially a brand new building in 2016 and was built with the safety material in compliance with the current building regulations.

14. Safeguarding

A statement upholding our procedures will be made at each annual church meeting and be suitably recorded. A paper copy of this document is held in the Church Administrator's office and an electronic copy held in the church filing system.

A permanent record will be maintained of all accidents involving children.

15. Personal Safety

Risk assessments need to be undertaken to assess the risks to persons working alone in the church, travelling to and from church, accepting persons into their homes and handling cash and other valuables. Procedures must be drawn up, including the appropriate control measures. A guidance note concerning personal safety is available from Baptist Insurance.

16. Risk Assessments/Activities

Risk assessments will be carried out on all areas of the church premises and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

For all hazardous activities, we will carry out risk assessments and introduce procedures that must be followed.

The following activities will require risk assessments:

- a) Visits and outings, for example "Viney Hill", church weekends
- b) Churchyard maintenance
- c) erection of temporary staging.

17. Contractors

Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

All contractors, including the self-employed, must abide by the following:

- a) Have their own health and safety policy (where required by law) and be able to provide a copy of the same
- b) Produce evidence that they have appropriate Public and Employers' Liability insurance in place. A record of this evidence will be maintained
- c) Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation

- d) Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation
- e) Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors
- f) All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This 'permit to work' will also specify any safety precautions they must undertake.

18. Information and Enforcement

Environmental Health Service Information:

Address:
Trinity Road
Cirencester
GL7 1PX

Tel:
01285 623000

Email:
cdc@cotswold.gov.uk

Employment Medical Advisory Service Information

Address:
St James House
St James Square
Cheltenham
Gloucestershire
GL50 3PR

19. Health and Safety Law Poster

A copy of the HSE poster 'Health and Safety Law' is attached to the Deacons Notice Board.

Appendix A – H&S Risk Assessment

The Health & Safety Risk Assessment is stored at the following location:

1. Paper copy held in Church Administrator's Office
2. Electronic copy held in church's filing system.

And is reviewed annually by the Deacons as a minimum requirement, it may be reviewed more frequently should that be required.

Appendix B – H&S Procedures

The following Health and Safety Procedures are stored at the following location:

1. Paper copy held in Church Administrator's Office
2. Electronic copy held in church's filing system.

The following procedures have been created and signed off:

Id	Task
1	Accident
2	Fire Alarm Tests
2.1	Weekly Fire Alarm Test
2.2	Half-Yearly Sunday Fire Sound Test
2.3	Half-Yearly Weekday Fire Sound Test
3	Evacuation
3.1	Forum
3.2	Coxwell
3.3	FUF's
3.4	Youth work
3.5	Sunday Morning Children's work
3.6	Sunday Morning Creche
3.7	Basement
3.8	Kitchen
4	PAT testing
5	Baptisms
6	Lift Evacuation
7	Roof Access for Deacons
8	Ice and Snow
8.1	Sunday
8.2	Any other day
9	Working at Height for Deacons
10	Personal Safety
11	Display Screen Equipment
12	Electrical Safety
13	Manual Handling

Appendix C – Deacons Meeting Checklist

Id	Task	Frequency
1	Check and clean gutters	Quarterly
2	Check and remove any debris from solar panels	Bi-monthly
3	Check solar panels are charging at the expected rate	Bi-monthly
4	Take a regular solar power meter reading	Quarterly
5	Check basement over	Weekly
6	Air Handling Unit – panel filters to be changed half-yearly – bag filters half-yearly	Half-yearly
7	Check first aid kits – still complete, nothing extra added, still in date, any labelling still present	Bi-monthly
8	Check for the build up of combustible materials (and remove)	Bi-monthly
9	Check for the build of waste (and remove)	Bi-monthly
10	Check heaters in the Foodbank area	Bi-monthly
11	Check fire exits, escape routes, etc.	Bi-monthly
12	Check a portion of the emergency lighting	Bi-monthly
13	Check fire extinguishers – in correct place, not discharged, in date	Bi-monthly
14	Check that fire signage is still in place and complete	Bi-monthly
15	Check electrical sockets and switches	Bi-monthly
16	Check validity of PAT tester	Annually
17	Check for use of extension cables	Bi-monthly
18	Check for worn or damaged electrical cables	Bi-monthly
19	Check chemical cupboard and kitchen	Bi-monthly
20	Check suspended items, inside and outside	Annually
21	Check lift	Bi-monthly
22	Check bin store, air conditioning units	Bi-monthly
23	Check all ladders are OK and in the basement	Bi-monthly
24	Check for trip hazards inside – everything on risk assessment	Bi-monthly
25	Check for trip hazards outside – everything on risk assessment	Bi-monthly
26	Check Accident books	Bi-monthly
27	Check glazing	Bi-monthly
28	Check first aiders	Annually
29	Check toilets	Bi-monthly
30	Check hand dryers	Bi-monthly

31	Check shower	Bi-monthly
32	Check disabled alarms	Bi-monthly
33	Check internal lighting	Bi-monthly
34	Check external lighting	Bi-monthly
35	Check drains in raised steps	Quarterly
36	Check vents in cafe for correct operation	Bi-monthly
37	Check door – paying attention to automatic closing doors	Bi-monthly
38	Check floor level air vents in cafe for being covered up and/or rubbish	Bi-monthly
39	Check carbon monoxide alarms in basement	Weekly
40	Bin store locked	Weekly
41	Cycle shelter safe	Bi-monthly
42	Access to roof door locked	Each lockup