

THE PARISH OF ST. GEORGE'S WORCESTER

IN-HOUSE MAINTENANCE Ref. No. 07		
Hazards associated with this activity		
<p>Electrocution Falls from height Fire Lone Working</p>	<p>Manual handling Hazardous substances Slips, Trips and Falls</p>	
Control Measures		
<p>Employees or volunteers who undertake in-house maintenance carry out work within their level of experience, professional competence and capability</p> <p>Working at height tasks are assessed thoroughly before the task is commenced</p> <p>Employees and volunteers are given information, instruction & training in the aspects of their work, including any competency training required by regulation (e.g. chain saws, asbestos and legionella).</p> <p>A qualified first aider is available. First aid boxes are located in the Church, Church Hall and Parish Office.</p> <p>Lone working is risk assessed and agreement reached on the jobs that can be done whilst working alone.</p> <p>Personal protective equipment provided by the parish must be worn at all times when carrying out certain tasks.</p> <p>All tasks carried out by employees and volunteers must be assessed before commencement. If hazards are identified a written risk assessment must be completed. Instruction, training, information and supervision must be provided .</p>	<p>All equipment and tools provided are serviced and maintained.</p> <p>No damaged or faulty equipment or tools are used. All faults must be reported immediately to the parish office.</p> <p>Secure, safe storage facilities are provided for all equipment & tools.</p> <p>Work areas are kept clear at all times to avoid trips and falls.</p> <p>All hazardous substances are controlled in accordance with COSHH regs with regard to assessment, use, storage, transportation and disposal.</p> <p>Manual handling training is available if required.</p>	
Further considerations		Responsibility & target date
<p>All volunteers to receive support to ensure they are happy and comfortable in their roles and that they understand their responsibilities as detailed in the parish Health and safety policy and the individual risk assessments and safe systems of work.</p>		<p>Co-Ordinator June 2017</p>
<p>Groups/people affected: Employees and Volunteers</p>		
<p>Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people</p>	<p>Signed: Print: J STEVENSON</p>	<p>Date: JAN 2017</p>
<p>Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)</p>	<p>Signed: Print: FATHER BRYAN</p>	<p>Date: JAN 2017</p>