

CORNERSTONE COLLECTIVE OF CHURCHES

Manual Task Risk Assessment and Precautions to be taken by Personnel and Sign-up

Carpet and Underlay Removal – (this does not cover floor tiles risks)

This Safety Sign-up Sheet is for manual tasks performed by Church Personnel which includes Trustees/ Pastors/ Elders/ Interns/ and any other volunteers. This is also applicable to official church employees (who are not employed for this type of work normally). NB this does not and cannot (by law) take away individual safety rights nor diminish the Churches responsibilities in any way. (This Sign-up sheet is not formally applicable to contractors who are paid for specific packages of work).

All Church Personnel wishing to perform manual tasks must read the following which gives the requirements of experience for the task specified, the risk assessment for the task, and safety requirements of the task. If agreed Personnel must sign the declaration below before commencing the named task.

1 Experience Required (NB training can be given, to suitable people without experience, by the Supervisor)

- Domestic carpet removal (involving removal of tacks and nails)
- Safe use of craft knives (Stanley knife type)

2 Risk Assessment, Hazards and Care Needed

- Injuries from cutting carpets (if necessary). Care needed (wear strong good fitting leather gloves)
 - avoid use of knives if possible ie use heavy duty 'tin-snips if practical)
 - use short bladed knives if necessary and only if not damaged. Do not try to use if blunt
 - always cut away from yourself and others and only downwards with the carpet on the floor
 - get training/help from the Supervisor if there is problem area of carpet
 - **If you receive a cut – cover it with a clean cloth and seek help immediately**
- Puncture wounds from protruding nails or splintered wooden floor board - precautions
 - Ensure no protruding nails or splinters remain immediately after lifting a carpet
 - Use a hammer carefully to remove nails/tacks or fully knock into the floor if wood
 - **If you receive a puncture wound cover it with a clean item and seek help immediately –**
- Breathing dust from old mouldy decaying carpets and underlay. Take precautions.
 - Pull up carpets gently to avoid disturbing dust if possible
 - Good DIY face mask to be used if dust present or likely. Dampen dusty items with water spray
 - If significant dust occurs move away and warn others and the Supervisor.
 - **If white or grey layers or sheets of fibrous material are found under carpets leave the area and warn the Supervisor and everyone, due to possible asbestos being present**
- Fire Risk – Carpets are flammable and add a major total fire burden if a fire starts - precautions
 - Regularly remove accumulations to outside of the building and cover from the rain (twice the weight if wet!). NB don't let uplifted carpets block doorways/fire escapes at any time.
- Manual Handling – danger of injury due to heavy awkward loads or nails in the item (wear gloves)
 - If knife use is kept to a minimum this results in larger pieces of carpets to handle. get help
 - Take care when lifting items off the ground – bend knees and keep back straight but do not try to lift too much. Get help. Look out for protruding nails. **See above for puncture wounds**
 - Take care and look out for obstacles and trip hazards when removing large items

3 Declaration by person performing this task - I declare that:

- I am, as a minimum, domestically experienced in this task or – otherwise I will seek safety training
- I have read and understood the above safety requirements of this task i.e. experience/training, method of working, use of suitable equipment in a proper way. If I am not sure of any issue I will ask for help.
- I understand that I must stop work at any time if I have any safety concern to myself or others and I must then notify the Supervisor
- Also I understand that I must stop work immediately if the Supervisor or any others direct this for safety reasons
- I understand that in the event of any incident (injury or not) or potentially dangerous occurrence that I must report this to the Supervisor who will record the event in the Accident Book