

## CORNERSTONE COLLECTIVE OF CHURCHES

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

#### Wall Paper Scraping

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 scraping of wall paper with scraping knife and, possibly, steam equipment
- Safe use of step ladders

#### 2 Risk Assessment, Hazards and Care Needed

- Potential falls from step ladders. Care needed
  - to fully extend step ladders if used and lock in position on a firm level surface
  - maintain hold of the top or rail of the step ladders at all times.
  - if working above half way up the step ladder an assistant must support the side of the step ladder during such times
  - NB No work above 3 metres (10 feet) over floor level
  - NB Do not use old step ladders left by previous owners
  - **NB No Lean-to ladders to be used – unless used by experienced people with assistant to 'foot' the ladder**
- Scalds from steam equipment (purpose-made equipment only to be used). Care needed
  - to read the instructions and/or get training from a Supervisor
  - to keep hands, face and body away from the steam (if scalded soak in clean cold water immediately for 10 minutes and ask for first aid)
- Breathing fumes (if steaming wallpaper) or dust from mouldy wall paper. Take precautions
  - Good DIY face mask to be used if fumes/dust present or likely
  - If significant fumes or dust occur move away and warn others and the Supervisor
- Fire Risk - Scraped wall paper accumulations are be very flammable – this will dry out even if wet/steamed in the first place
  - Regularly remove accumulations to outside of the building (in bags)

#### 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