

CORNERSTONE COLLECTIVE OF CHURCHES

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

Garden clearance and maintenance – updated 15 Sept 20

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)

- Experience in basic gardening activities, lawn mowing, trimming of hedges, removal of weeds etc. helpful but not essential – guidance and training can be provided. However experience in the use of relevant power tools is essential.
- NB power tools/equipment are only to be used under direct supervision due to the potential hazards

2 Risk Assessment, Hazards and Care Needed

- General Hazards - Potential tripping/slipping on uneven, or wet, or fouled ground and dropped objects
 - Need to observe carefully where to step safely so that tripping over existing uneven ground or plants, over equipment being used, or grid covers, doesn't occur
 - Take care not to impact the boundary walls with equipment nor lean on the pillars especially, due to loosened stones
 - Watch out for dog mess (check with supervisor for removal) - keep it off all tools/equipment
 - Pigeon etc. droppings are present in some parts - do not work in these specific areas
 - Do not bring or use any chemicals, fertilisers or weed killers. (subsequent stage of gardening)
- Personal risk of injury whilst digging up weeds/unwanted plants.
 - Ensure that exertion is not excessive and that basic consideration to the manual labour techniques is given i.e. no heavy lifting without help and lift from the knees not the back
- Injury from any machinery i.e. dropping, trapping fingers or from blades/moving parts and flying debris
 - Ensure that machinery has been checked over by the owner and supervisor before use.
 - Ensure that moving parts of the machinery are kept away from any body parts
 - If pressure sprayers are used - these must not be directed at people, they are very dangerous
 - Wear protective equipment i.e. goggles/visor, gloves and other relevant protective clothing
 - Ensure that guidance on using machinery is followed
 - Ensure machinery is switched off when not in use and if mains electrical, the power lead is to be unplugged (especially when maintaining)
 - Only experienced personnel to do maintenance of machinery - and within guidelines for the use of the machinery
- Injury from use of electrical equipment – risk of malfunction/damage causing electric shock
 - Always use a plug in Earth Leakage Detector (also known as Residual Current Device) wherever mains electricity is used
 - Test the earth leakage detector when first plugged in (test button on the device)
 - Earth leakage detector to be plugged in, inside the church, to protect all of the extension wiring and the equipment and operator outside
 - Operator to take extra care to avoid trip hazards and to avoid damage to the electrical lead during work
 - Cease work with electrical tools if they get wet or there is any rainfall or drizzle)

NB If any injury/electric shock occurs, seek medical help immediately by notifying the supervisor of any injury and if serious phone 999 for paramedics also.

Pto for Sign – up sheet

3 Declaration by person performing this task – Garden Clearing and Maintenance (dated 15th Sept 20)

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

I understand that by completing the online form to sign up to participate in this group and checking the box to confirm I have read and understood this risk assessment that I am agreeing to follow the guidance provided.