

## CORNERSTONE COLLECTIVE OF CHURCHES

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

#### **Removal of Furniture and Other Non-fixed Items**

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 furniture moving or other lifting experience.

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

- **General safety measure – think carefully of the safest way to do the job. If working with someone else agree a clear plan for lifting and moving the object together. Discuss difficult items with the Supervisor (or any concerns)**
- Loosel/heavy objects dropping onto personnel
  - First- check item for loose objects and especially remove all objects from the top of an item
- Manual Handling – danger of injury due to heavy awkward loads - precautions
  - **take care with body posture when lifting or lowering – face the object squarely, bend knees and keep back straight.**
  - do not try to lift too much – heavier/awkward furniture lifts must be with two people or more
  - Reduce weight wherever possible by removal components such as drawers, doors, shelves
  - if doors, drawers and shelves are not easily removed secure to prevent accidental opening.
  - if still too heavy or awkward – reduce size further by dismantling or check with the Supervisor for a suitable person to cut up wooden items with a saw (not electric).
  - look out for obstacles and trip hazards when moving items through the premises especially if visibility is limited i.e. person behind a big object. Fingers can get trapped in doorways etc.
  - **if you strain yourself stop work immediately and report to the Supervisor**
- Manual handling – injury from drops and trapping - precautions
  - do not place fingers under an item if trapping is possible, danger of dropping back onto fingers
  - do not place fingers between an item and another object, fingers get trapped when item moved
  - **report any injuries to Supervisor for First Aid**
- Puncture wounds from protruding screws and splinters
  - use gloves with a good gripping surface when moving any item
  - ensure no protruding screws or splinters are present before lifting
  - **report any injuries to Supervisor for First Aid**

#### 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