

# Health and Safety at St Joe's!

Work safe—  
heaven can wait!

# COSHH

- Control of Hazardous substances
- Areas affected: Kitchen and Cleaning products, tins of paint and cleaners.
- Do not use any cleaning substance that has a black cross on it.
- All painting products are to be stored in the garage and not in the church.
- Use protective clothing (gloves etc) if using a dangerous substance.

# Fire

- There is a smoke alarm system in the church
- We have appointed Fire Stewards should a fire break out
- Everyone to proceed out of the relevant fire exits and gather either behind the church in the car park or proceed homewards. This is to allow fire services easy access to the church.
- Stewards and Sacristans should ensure the church is empty and liaise to call the emergency services

# Fire Cont'd

- Fire extinguishers – as no one is trained in the use of fire extinguishers, do not use - it is advised that the emergency services be called immediately. **DO NOT ATTEMPT TO PUT THE FIRE OUT YOURSELVES!**
- All fire exits are marked, and there is a glass break box by the Sacristy should you need to make others aware in the building.

# First Aid

- There is a First Aid Kit located in the hall underneath the fuse box; there is a sign.
- Alongside, there is a First Aid Book that must be filled in in the event of a minor injury.
- Should a major injury occur and the injured person has to go to hospital, then the H&S officer **MUST** be informed immediately.

# Working at Heights

- No one in the parish is allowed to climb ladders, OR climb on pews etc. to reach at height. Only approved persons are allowed to do so, as they have been risk assessed.
- Candles on the altar need to be brought down to be lit.
- Avoid working at height, if possible.

# Slips, Trips and Falls

- Please, if you see any area that might cause the above, then please report it as soon as possible to the sacristan, Deirdre or Father P (or me!)
- There are salt buckets located at the Presbytery and the bin area of the church for use when icy or snowing.
- Spillage: Spillages must be cleared up immediately and use the yellow floor markers to highlight the wet area.

# Slips, Trips and falls cont'd

- Cleaners, when floors are washed, please use the yellow markers until dry.
- Handrails are provided throughout the church, but if you feel there is a need for additional rails, then please let us know.
- If using any equipment with trailing cables, then please ensure no one can trip over them. Highlight if necessary and do not vacuum if anyone else around.



# Slips, Trips and Falls Cont'd

- If any contractor is using the building and if you see a potential hazard, please highlight this to someone in the parish.

# Manual Handling

- Injury can be caused by: Lifting, carrying, pushing, pulling, manoeuvring, steadying and transporting.
- This might include moving chairs, (no more than three stacking chairs at a time), the chairs in the side chapel, the pews, statues and any other heavy furniture or ornament
- Always ask for assistance if you feel you cannot move it on your own, otherwise, **DON'T!**

# Lone Working

- If you are lone working, always:
- Ensure outside door is locked
- There will be a mobile phone underneath the amplifier system that is permanently on charge (*to be installed*)
- Try to make sure someone knows where you are
- Do not allow access to unknown callers

# Food Prep and Kitchen

- The kitchen must be cleaned (surfaces etc) with disinfectant spray after every use, *we are subject to inspection from the Council Environmental Health department.*
- We must not use any cleaning product with a black cross.
- Every group who uses the kitchen must ensure that the kitchen is left clean and tidy.

# Kitchen continued:

- Please hang Tea Towels to dry on radiator rack, try not to spread them to dry on work surface.
- The small sink is set aside for hand washing only.
- Cleaning tools, brushes, buckets, etc are colour coded; **yellow for kitchen**, **green for other areas** and **red for use on the toilet only**. This is to avoid cross contamination.