

# HEALTH & SAFETY POLICY

**Copies of this policy are displayed in the following locations:**

- Church Vestry (Health & Safety file in desk drawer)
- Church Centre Tearoom (noticeboard)
- Church website

A copy of this policy is to be given to those in positions of responsibility within the Church. Regular users of the Church and Church Centre will be directed to refer to it.

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## Note to All Employees, Voluntary Helpers and Contractors

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

### Section A – General Statement of Policy

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed annually and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda of the Parochial Church Council on a 4 monthly basis, and employees and voluntary workers will be consulted on a regular basis in order to seek their view on health and safety matters.

Signed: .....Barnaby Huish - Rector

Date: .....

To be reviewed annually

## Section B – Organisation and Responsibilities

### 1. Responsibility of the Rector

Overall responsibility for health and safety is that of the Rector, The Revd Barnaby Huish, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of responsible persons will be notified and the list amended accordingly.

### 2. Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens, as noted below:

Mrs Jo Cundy, Mrs Kath Shanks.

### 3. Responsibility of the Parochial Church Council

The Parochial Church Council has general responsibility to ensure that the health and safety policy is implemented, and will receive periodic reports to enable it to do so.

### 4. Responsibility of the Health and Safety Officer

The Health & Safety Officer is Lavinia White.

#### **The responsibility of the Health and Safety Officer shall be to:**

1. be familiar with Health and Safety Regulations as far as they concern church premises
2. be familiar with the Health and Safety Policy and arrangements and ensure they are observed.
3. ensure so far as it reasonably practicable, that safe systems of work are in place
4. ensure the Church Centre is clean and tidy
5. ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required.
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate fire fighting equipment is available and maintained
10. ensure that food hygiene regulations and procedures are observed
11. ensure that the contents of the First Aid Boxes and the Accident Book are kept up to date.

### 5. Responsibility of Employees and Voluntary Workers

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

#### **Employees and voluntary workers must therefore:**

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety

## Section C – Arrangements (Implementation of the Policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

### 1. ACCIDENTS AND FIRST AID

First Aid boxes are located in:	The Kitchen & Vestry Passage
Trained / qualified First Aiders are:	As listed on the First Aid Safety notices displayed in the Church Centre and Church
The accident book is located in:	The Kitchen (with First Aid Box)

All accidents and incidents are entered in the accident book and if appropriate an accident report form (see appendix) is to be completed and the Rector or Churchwardens informed (see accident book for details).

If the church or Church Centre is let to outside organisations, they are told in writing that in the event of an accident, details must be entered in the accident book.

Accident books and accident records are regularly reviewed.

According to <http://www.hse.gov.uk/firstaid/legislation.htm> : *The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, HSE strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.*

### RIDDOR Report of injuries, Diseases and Dangerous Occurrences Regulations 1995

These accidents will be reported by the Churchwardens.

Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (see <http://www.hse.gov.uk/riddor/index.htm> ). Following the initial notification, report must be sent to the enforcing authority within 10 days of the accident or occurrence using the appropriate online form (see <http://www.hse.gov.uk/riddor/report.htm>). If there is any doubt as to whether the accident is reported Health and Safety Executive advice should be obtained.

The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the above Regulations or contact the HSE or Environmental Health Officer):

- Any fatality to employees or non-employees including volunteers.
- Major injuries to employees (this includes fractures, amputations, dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work).
- Injuries to non-employees requiring the injured person to be taken straight to hospital for treatment.

### 2. GENERAL FIRE SAFETY

Our policy is to fulfil our obligations under the The Regulatory Reform (Fire Safety) Order 2005. In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the church and associated buildings on an **annual** basis.
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting.
4. To provide reasonable fire fighting equipment.
5. To check that those in the building know what to do if there is a fire.
6. To check **annually** that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

### Fire Extinguishers

Fire extinguishers are kept in the following locations:

Location	Type of Extinguisher and Capacity
Vestry	CO <sub>2</sub>
Baptistery	CO <sub>2</sub> + 6 litre Foam Spray
Organ Console	2 litre Foam Spray
Church Foyer	9 litre Water
Kitchen	CO <sub>2</sub>
Church Centre (Upper Room)	6 litre Foam Spray
Church Centre (upstairs office)	CO <sub>2</sub>

The extinguishers noted above are checked **four times a year** by the Churchwardens to ensure that they are still in place and have not been discharged. The Churchwardens also arrange the annual inspections of the extinguishers.

### Fire Alarm System

The Fire alarm system comprises 3 smoke detectors and 3 fire call points (located at the emergency exits) All fire call points are tested **four times a year** with the results recorded in the Log Book

### Other Fire Protection Equipment

There is a Fire Blanket located in the kitchen which is inspected along with the fire extinguishers on a monthly basis.

### Evacuation Procedures

See separate *Fire Emergency Plan* document.

### Evacuation Drills

Fire evacuation drills will be carried out annually. All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear and unobstructed.

### 2.6 If you discover a Fire (no matter how small)

1. Telephone the emergency services (999 or 112)
2. Check the building for occupants
3. Attack the fire if possible within your capability using the appliances provided but without taking personal risk
4. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is People before Property
5. Evacuate to the designated assembly point
6. Ensure clear access for the emergency vehicles

## 3. ELECTRICAL SAFETY

1. A list of all our portable electrical appliances is maintained by the Responsible Person.
2. Every six months, plugs, cables and sockets will be inspected by the Responsible Person to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed to be reported to a Churchwarden for action. Any unsafe equipment must be safely disposed of.
3. Every six months a visual inspection will be carried out of the fixed electrical installation by the Responsible Person. Any defects will be reported to a Churchwarden for action.

4. Every five years, our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
5. At intervals of not more than five years our lightning conductor system will be examined and tested by a competent specialist firm of lightning engineers.
6. PAT (Portable Appliance Testing): The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition; however, the Regulations do not make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually. For more information see <http://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm>
7. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:
  - i) Visually check all electrical equipment before use.
  - ii) Report all faults immediately to the Churchwardens.
  - iii) Do not attempt to use or repair faulty equipment
  - iv) Electrical equipment should be switched off and disconnected when not in use for long periods.
  - v) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### 4. GAS EQUIPMENT SAFETY

1. Our gas boilers and any other gas equipment is maintained and checked **annually** by a competent contractor who is a CORGI registered gas installer. Any necessary work required for safety is implemented immediately.
2. Gas Cylinders are **not** to be used or kept on the premises.

These arrangements are checked by the Churchwardens.

#### (5) HAZARDOUS SUBSTANCES

The Churchwardens will maintain a list of all hazardous substances used in the church and church centre.

The only Hazardous substances to be kept on the church premises are “household” cleaning products required for the periodic cleaning of the church, and lighter fluid for candle-lighters. Any other hazardous substances are NOT to be brought onto the premises unless by the express written consent of the Rector or a Churchwarden:-

For all hazardous substances, which include substances marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment”, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident

Cleaning products, with the exception of washing up liquid, are to be stored in the locked cleaning cupboard in the Church entrance lobby.

Do not mix cleaning products.

Do not store products in unmarked containers.

Name	Hazard Level	Storage	Protection	Accident Procedure
Washing Up Liquid	Low	Kept next to sink	None	If splashed in eyes wash out with water
Furniture Polish	Low	Kept Locked in cleaners store cupboard	None	None
Liquid Cleaner (eg “Flash”)	Low	Kept Locked in cleaners store cupboard		
Dishwasher liquids (auto-dispensers)	High	Kept in cupboard with hazard warning sign	None	

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**6. SAFETY OF PLANT AND MACHINERY**

The Responsible Person will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:-

1. Employees and voluntary workers must not operate plant or machinery that they are not trained and authorised to use.
2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance / adjustments, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
8. Ladders may only be used when they can be safely secured. This will necessitate the use of ladder ties or two person operation.
9. Any defect or damage found to any item of plant or machinery must be reported to the Churchwardens.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

<b>Item</b>	<b>Rules and Procedures</b>
Ladders & steps	Only to be used when 2 persons present (one person being as detailed in 9 below).
Lawn Mower	Only to be used by person on the Lawn Mowing Rota. Sturdy enclosed footwear to be worn when using mower.
Organ chamber	Nobody is to enter the organ chamber or loft without the authority of the Churchwardens

The following items are tested by a competent person in accordance with an inspection programme:

<b>Item</b>	<b>Inspection Arrangements</b>
Ladders & steps	Visual inspection prior to use
Lawn Mower	Visual inspection of lead prior to use.
Organ Chamber	6 monthly inspection by Harrison and Harrison (with tuning)

**7. SLIPS, TRIPS AND FALLS – Conditions of floors, steps and paths**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every month by the Churchwardens of all floors and stairs in the church and hall, and all paths and steps in the churchyard. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to a Churchwarden who will arrange for repairs or remedial measures to be carried out.

**8. LIGHTING**

In order to ensure that the church is adequately lit, an inspection will be made **four times a year** by the Churchwardens to ensure that all lights in the church, hall and churchyard are working. Any bulbs which require replacing will be reported to a Churchwarden who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

**9. WORKING AT HEIGHT**

It is the policy of the Church that working at height is only to be carried out by competent trained persons; usually this will involve the employment of a suitable competent contractor.



Only the following operations are to be carried out by church staff / volunteers (and only if they have been authorised to do so by the Rector or Churchwardens):

- Changing of light bulbs
- Cleaning of Gutters

Whenever carrying out the above operations there must always be a minimum of 2 persons present

The appropriate training will be given and a system of recording will detail who is working where at any time.

#### 10. PREPARATION OF FOOD

1. We ensure that we follow the appropriate regulations governing the preparation and storage of foodstuffs.
2. We ensure that all food handlers have received adequate supervision, instruction and training.
3. We ensure that the appropriate assessment of risks is carried out for the foods to be prepared and stored including storage at the correct temperatures.
4. Before any preparation commences, all surfaces coming into contact with food must be washed down and disinfected.
5. Food stuffs may only be prepared in the kitchen
6. Only persons who have received the appropriate training may prepare and serve foodstuffs:
7. We ensure that all hirers who wish to provide food stuffs are advised of the facilities and procedures.

**The only exception is for food cooked at home for private consumption and not for sale.**

#### 11. MANUAL HANDLING – Lifting, carrying and moving loads

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are authorised to undertake manual handling tasks.

<b>Handling Task</b>	<b>Method, Persons, Equipment</b>
Moving Altar, lectern or piano	minimum of two adults of similar height to lift and move
Moving / Stacking Chairs	the wooden nave chairs to be carried singularly. The lighter plastic chairs can be carried in stacks of up to 4 at a time.
Moving Font	Not to be moved with water in it. Two persons of similar height to lift and move
Moving other Furniture	lightweight tables (up to 15kg) can be moved as required, other larger items must be assessed and assistance requested.
Erecting/dismantling altar rail	If done when church is occupied by others than those doing this job, minimum of three people with care taken when moving rails to/from vestry storage down vestry corridor.

## 12. DISPLAY SCREEN EQUIPMENT

Our policy is to assess the risks to all habitual users of computer work stations and to reduce those risks to the lowest level possible. The following factors will be considered with employees as part of their **annual** review:

1. Stability and legibility of the screen
2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards, desks and chairs
5. The work station environment
6. The user friendliness of the software

Daily work routines will involve periods away from the screen.

Where necessary risk assessments will be carried out by the Churchwardens.

## 13. HAZARDOUS BUILDING / GLAZING

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected every quarter by the Responsible Person.
2. Any defects noted are immediately reported to a Churchwarden who will put procedures in hand for repairs.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. An asbestos survey was undertaken in 2013; asbestos was identified lining the organ blower box and on the floor beneath; this was subsequently encapsulated and warning notices were affixed.
5. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.

## 14. CHILD PROTECTION

Details of the Child Protection Policy are in a separate document. Janet Phillips serves as Child Protection Officer.

## 15. PERSONAL SAFETY

**Lone Working** Because of the dangers of falling, injury illness etc. it is recommended that no one person work alone in the church or church centre. If this is unavoidable then the person concerned should ensure that a 3<sup>rd</sup> party is aware that they are at church and that they have an estimated time of return.

When working in the church it is recommended that the latch on the inner foyer door is down to avoid “unknown visitors”.

It is recommended that a mobile phone is carried at all times by the person working so that help can be called if required.

## 16. RISK ASSESSMENTS / ACTIVITIES

Risk assessments will be carried out on all activities that carry a significant risk (and for significant one-off events) at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999 and the procedures defined in the assessments must be followed.

A specimen Risk Assessment Form is included as Appendix Three.

## 17. CONTRACTORS

Major works: Anyone entering church premises for the purposes of carrying out work, other than an employee or voluntary worker of the Church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

1. Have their own health and safety policy (where required by law) and be able to provide a copy.
2. Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
4. Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake (see Appendix 4)

Certain work to the church will be subject to The Construction (Design and Management) Regulations 2015. In summary, this includes new buildings, alterations, repairs, restoration, temporary structures and even re-decoration and conservation work which:

- Last for more than 30 days
- Involve more than 500 person days of work, or
- Involve 5 or more people on site at any one time, or
- Any demolition work

A Planning Supervisor, Designer and Principal Contractor need to be appointed and a Health and Safety plan produced.

For any such works the Church Architect will be employed to give guidance as required.

The Churchwardens will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

## 18. HEALTH AND SAFETY LAW LEAFLET

A copy of the HSE leaflet "Health and Safety Law – What you should know" is required to be given to each person employed by the Church. Copies may be found at <http://www.hse.gov.uk/pubns/lawleaflet.pdf>.

## 19. SOURCES OF INFORMATION

The Health and Safety Executive  
[www.hse.gov.uk](http://www.hse.gov.uk)

Royal Society for the Prevention of Accidents  
[www.rospa.com](http://www.rospa.com)

The Fire Protection Association  
[www.thefpa.co.uk](http://www.thefpa.co.uk)

Food Standards Agency  
[www.food.gov.uk](http://www.food.gov.uk)

Environment Agency  
[www.gov.uk/government/organisations/environment-agency](http://www.gov.uk/government/organisations/environment-agency)

Ecclesiastical Insurance  
[www.ecclesiastical.com/church](http://www.ecclesiastical.com/church)

## 20. ADDITIONAL GUIDANCE NOTES

Additional Guidance Notes, providing information on carrying out Risk Assessments and how to improve safety, are provided in the Policies folder in the Church Vestry, and also in Antioch House. A copy is also held by the Church Health & Safety Officer. For Accident Report Forms and Risk assessment forms, please see the appendices which follow. (Additional copies of these forms are provided in the file in the Church Vestry and also in the Church Centre Tearoom.

## Section D – Appendices

### Appendix 1

### Accident Report Form

Name of Church:

.....

Address:

.....

This form must be used for the recording of all accidents, injuries and dangerous occurrences whether or not they need to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995

The form should be completed as soon as possible after the occurrence. Whenever possible the description of the accident should be completed by the injured person. All details should then be checked by a church official.

If there were any witnesses to the accident they should complete witness statements as soon as possible after the occurrence. Provision for these statements is provided overleaf.

**This section to be completed by the injured person or person involved in the incident**

Full name of person injured:

.....

Home address:

.....

.....

.....

Date of Birth:

.....

Tick appropriate box:

Employee

Volunteer

Visitor

Date of occurrence:

Time of occurrence:

Place of occurrence:

Full description of the accident circumstances including a description of any apparatus or equipment involved.

.....

.....

.....

.....

.....

Signed by injured person:

Date:

**This section to be completed by the Church Official**

If Employee / Volunteer:

1. State nature of employment / position

.....  
.....

2. Was she/he on or off duty at the time

.....  
.....

3. If on duty did she/he after the occurrence continue to work or go off duty

.....  
.....

4. If she/he went off duty at what time and for how long

.....  
.....

I/we confirm that as far as I am / we are aware the above details including the description of the accident are true and complete.

Signed: .....

Print Name:.....

Position:.....

Date: .....

**Any apparatus or equipment involved must be retained for inspection.**



# Appendix 2

## Risk Assessment Form (General)

Name of Church.....

Address.....

Assessment undertaken by.....

Date..... Review date.....

Area assessed (e.g. Choir / Vestry).....

Under Additional Controls you should note the measures that are needed to reduce the risk to an acceptable level and record when they have been implemented.

Hazard/Risks	Existing Controls	Likelihood L	Severity S	Risk Rating L x S	Additional Controls

**Likelihood Rating**

1 = Low (Seldom)    2 = Medium (Frequently)    3 = High (Certain or near certain)

**Severity Rating**

1 = Low (Minor cuts and bruises)    2 – Medium (Serious injury – off 3 days)

3 = High (Fatality or a number of persons seriously injured)

**Risk Rating = Likelihood x Severity**

1 / 2 = Low Priority    3 / 4 = Medium Priority    6 / 9 = High Priority



# Appendix 3

## Work Permit

Name of Church.....  
 Permit No.....  
 Address.....  
 .....

### A. Proposal of Work to be undertaken

(This section to be completed by person responsible for carrying out the work)

Exact location of proposed work  
 .....  
 .....

Nature of work to be undertaken  
 .....  
 .....

Details of any special requirements (water / power supply etc.,)  
 .....  
 .....

Signed :..... Name (Block Capitals)  
 Date:..... Position:.....  
 Company / Contractor etc.,.....

### B. Agreement (To be completed by Church Official)

The above work is authorised to take place at the following times and dates subject to the special conditions/ precautions noted.  
 .....

Date	Times From-To	Special Conditions
.....	.....	.....

Signed :..... Name (Block Capitals).....  
 Date:..... Position: .....