**ST CATHERINE’S CHURCH, PENRITH**

**IN HOUSE BUILDING AND REPAIR WORK POLICY**

For work carried out by volunteers, the checklist at appendix 1 will be used on each occasion to enable the volunteer to adequately assess and determine that the work proposed can be safely and properly carried out. In using the checklist, the volunteer has to consider that they are in effect both Client and Contractor and use the checklist accordingly.

A completed copy of the checklist is to be kept in the Parish Office before the work is carried out. In the event of any queries arising in completing the checklist, the volunteer shall consult with the Parish PMG for guidance.

The use of petrol engine powered tools or generators by volunteers inside any of the church properties is prohibited. All records kept either electronically or in paper format in the parish office.

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If you are planning a small building or maintenance project (e.g. gutter clearing, maintenance to light fittings or work on a flat roof) and you intend to carry out using your own paid or volunteer workers, regardless of whether the project falls within the scope of the Construction (Design and Management) Regulations, 2015 (CDM15) you MUST make sure you have considered the health and safety implications of what you intend to do. This includes:

* Identifying the significant risks on your project e.g. exposure to asbestos, falls from height etc.
* Putting in place measures to protect people from harm.
* Communicated those measures to the people involved.

We have called this a Health and Safety Plan. This equates to the pre-construction information a client on a CDM project would be expected to provide and the Construction Phase Plan a contractor would be expected to prepare BEFORE work starts. This questionnaire helps you to document your project health and safety plan which can then be used as a working document while the project takes place as well as a reference for future similar projects.

If you intend to use third party contractors on your project this is NOT the right questionnaire for you. Contact the person in your diocese responsible for health and safety or property management to ensure you are following the right course of action for your project.

## General Project information

|  |  |  |
| --- | --- | --- |
| **What do you want to call your project?** |  | |
| **When do you expect your project to start?** |  | |
| **How long do you expect your project to last?** |  | |
| **Who is doing the work?**  *For example, clergy, employees or volunteers* |  | |
| **Name and contact details of your project team.** |  | |
| **What are you doing?**  *From the options below please tick those which apply to your project.* | | |
| **Description** | | **Tick if applicable** |
| **Painting and decorating (working at a standing height in excess of 2 metres (high level))\*** | |  |
| **Painting and decorating (Low level)** | |  |
| **Maintenance to high level light fittings \*** | |  |
| **Work involving access to high level locations e.g. roof voids, roof, balcony etc.\*** | |  |
| **High level gutter cleaning\*** | |  |
| **Low level gutter cleaning** | |  |
| **Repairs to paving** | |  |
| **Repairs to fencing, walls or gates** | |  |
| **Repairs to windows or doors** | |  |
| **Repairs to a standard ceiling (2.4 metres)** | |  |
| **Repairs to a high level ceiling\*** | |  |
| **Removal of a load bearing structure e.g. walls\*** | |  |
| **Repairs to steps, ramps or handrails** | |  |
| **Repairs to heavy objects such as headstones, statues etc.** | |  |
| **Cleaning gullies or drains** | |  |
| **Plumbing work** | |  |
| **Electrical work\*** | |  |
| **Work on gas equipment\*** | |  |
| **Other**  *Please give brief details* | |  |

\*The work you propose to undertake carries significant risks which could result in serious injury if not properly planned, executed and managed. Unless you are absolutely sure the people involved in this project are competent to undertake the task safely and to discharge any statutory duties which may apply to the task you should seek competent, professional help.

## Project Hazards

For each of the hazards listed below identify those which apply to your project.

*These dangers, or hazards could cause harm if they are not well controlled such as exposure to asbestos, falls from height etc. If you are not sure if a hazard applies to your project, seek advice from someone who should know e.g. a competent person, existing health and safety information about your building such as a health and safety file from a previous construction project or an asbestos survey.*

| **Hazard** | **Tick if applicable** | **Comments** |
| --- | --- | --- |
| Collapse of excavation(s) |  |  |
| Collapse of structure(s) |  |  |
| Asbestos |  |  |
| Exposure to building dusts |  |  |
| Hidden services |  |  |
| Confined spaces |  |  |
| Electricity |  |  |
| Falls from height |  |  |
| Risk of drowning |  |  |
| Exposure to excessive noise or vibration |  |  |
| Manual handling |  |  |
| Mechanical lifting operations |  |  |
| Flammable liquids, substances or gas |  |  |
| Corrosive or toxic substances |  |  |
| Exposure to weather conditions e.g. sun, high winds, cold, heavy rain. |  |  |
| Lone working |  |  |
| Other  Give details |  |  |

## Safe Working Method

For each hazard you identified, outline how you intend to remove or control the hazards and associated risks. This will be your safe working method.

| **Hazard** | **Safe working method** |
| --- | --- |
| Collapse of excavation(s)  *Excavations should be shored up and either covered or barriered off to prevent people/ plant falling in.* |  |
| Collapse of structure(s)  *Structures should be supported e.g. chimney breasts, walls, beams and roofs) using suitable props installed by competent people.* |  |
| Exposure to building dusts  *Use wet cutting and vacuum extraction on tools where it is safe to do so. Use a vacuum cleaner to clean up dust rather than sweeping or damp down dust prior to sweeping. Wear a well-fitting mask.* |  |
| Asbestos  *Asbestos may be present in any premises built or refurbished prior to the year 2000. Before starting any building or maintenance work you should check your asbestos survey to find out if asbestos is present or suspected in the area you intend to work and take appropriate precautions to avoid accidental exposure through damage to asbestos containing materials. If you don't have an asbestos survey for your premises you will need to arrange for a competent surveyor to do this. You can find out more about asbestos and asbestos surveys in the Asbestos section of our Information Centre.* |  |
| Hidden services  *Hidden services might be buried gas pipes or heating oil lines, electrical cables etc. Take steps to identify where hidden services might be e.g. by reference to plans or arranging a survey.* |  |
| Confined spaces  *Refer to our guides on confined spaces in the Building and Maintenance Work section of our Information Centre.* |  |
| Electricity  *Electricity and other services should be switched off prior to drilling into walls. Excavators or power tools should not be used close to suspected buried services.* |  |
| Falls from height  *Ladders should be in good condition, at the correct angle and secured. Prevent people and materials from falls from roofs, gable ends, working platforms and other open edges using guardrails, midrails and toeboards.* |  |
| Risk of drowning  *Refer to our guide in the Building and Maintenance Work section of our Information Centre.* |  |
| Exposure to excessive noise or vibration  *For example, wearing hearing protection, limiting the amount of exposure to vibration etc.* |  |
| Manual handling  *For example, using equipment to reduce the load or planning team lifting operations. You can find out more about manual handling in this section of our Information Centre.* |  |
| Mechanical lifting operations  *For example, correct set up and regular checks to block and tackle equipment, referring to displayed safe working load limits on lifting equipment, planning lifting operations and making sure competent people are overseeing the lift.* |  |
| Flammable liquids, substances or gas  *For example, keeping flammable liquids, substances or gas well away from ignition sources e.g. naked flames and using them in well ventilated conditions.* |  |
| Corrosive or toxic substances  *For example, storing and using substances in accordance with the manufacturer's instructions, wearing recommended personal protective equipment and having appropriate first aid arrangements in place.* |  |
| Exposure to weather conditions e.g. sun, high winds, cold, heavy rain.  *For example, using sun screen products to prevent sunburn, wearing hats when working in hot sunshine, keeping hydrated and taking regular breaks out of the sun. In very cold or wet weather, wearing suitable clothing and taking regular breaks in warm, dry conditions.* |  |
| Lone working  *For example, prohibiting certain tasks where lone working is involved e.g. work at high level; making regular contact with a colleague, friend or family member and having a means of summoning help if necessary.* |  |
| Other  Give details |  |

## Fire Safety

|  | **Yes** | **No** | **N/a** | **Comments/ notes** |
| --- | --- | --- | --- | --- |
| Will the work result in fire exits and escape routes becoming obstructed?  *For example, as a result of the storage or use of equipment or materials.*  If so what arrangements are needed to ensure that occupants will be able to identify and use fire exits and escape routes to reach a place where they will be safe from the fire? |  |  |  |  |
| Will you need to relocate any fire extinguishers in the area where work is being carried out?  *For example, where there is a risk that fire extinguishers will be obstructed or to cover additional fire hazards introduced by the work carried out.* |  |  |  |  |
| Will any fire-resisting doors become wedged open or removed during works?  If so, has consideration been given to how this could affect the means of escape in the rest of the building in terms of potential smoke spread? |  |  |  |  |
| Will the work affect any other occupiers of the building?  If so, have they been informed? |  |  |  |  |
| Will the work affect your fire alarm arrangements?  *For example, require disabling a fire alarm system or removing a smoke alarm.*  If so, do alternative arrangements need to be made to raise the alarm in the event of an emergency? |  |  |  |  |
| As dust from construction work often sets off smoke alarms, have  arrangements been made to put blank caps over any likely to be affected?  If so, have arrangements been made to remove caps at the end of the working day? |  |  |  |  |
| If electrical work is being carried out, will there be a need to shut off power?  If so, will arrangements be made to ensure that the emergency lighting is properly recharged afterwards? |  |  |  |  |
| If necessary, are there plans to secure the site from potential  vandals/arsonists? |  |  |  |  |
| Have you considered how you will avoid a build-up of waste materials to reduce the risk of fire? |  |  |  |  |
| Are hot processes going to be used in the work at any stage?  If so, is a hot work permit system going to be put in place? |  |  |  |  |
| Have relevant personnel been briefed about any changes to fire evacuation procedures? |  |  |  |  |
| If applicable, have relevant personnel been instructed not to enter the area where building work is being carried out? |  |  |  |  |

## Protecting other people who might be affected by your project

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| --- | --- |
| **Who else might be affected by your project?**  *People not directly involved in carrying out work on your project may be affected by it such as other paid or volunteer workers on your premises, visitors to your premises and members of the public.* |  |
| **In the box below, outline the arrangements you will need to put in place to protect the people you have identified above.**  *For example, installing barriers or fencing or closing the building or parts of it while work takes place. If scaffolding is being used this may need to be netted and access ladders removed when the site is unattended etc.* | |
|  | |

## Welfare Facilities

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| --- |
| **In the box below, outline the welfare facilities that will be needed for the people working on your project.**  *Welfare facilities include toilets, hand washing facilities, provision of drinking water, adequate places to rest and first aid arrangements.* |
|  |