

## RISK ASSESSMENT - ST WILFRID'S CHURCH & COMMUNITY HALL – LADDERS

Assessment made by: Felicity Fox, & Karen Dimmock

Date of Review: June 2019

Date of Next Review: June 2021 or sooner if circumstances change

Scope of Risk Assessment: Use of Church and Hall

Activities of hall hirers is outside the scope of this risk assessment. Hall hirers are reminded of their responsibility to assess the risk of their activities.

What are the Hazards?	Who might be harmed and how?	What are we doing already?	What further action is necessary?	By Whom	When By	Date completed
<b>Condition of ladders</b>	A ladder in poor condition might break, or be unstable, causing a fall or slip by the person using it or people around the user.	Two aluminium step ladders, one 6 foot, one 3 foot tall are presently provided. 'Use of Ladders' guidance notes from Ecclesiastical Insurance issued and read by all members of PCC	The smaller ladder has lost a foot and will be disposed of. The taller ladder is difficult to open effectively and will be replaced by a new aluminium one, complying with BS 2037:1994	Karen & Brian Dimmock	next PCC	
<b>Storage of ladders</b>	Ladder might fall over, causing harm to adult or child using cupboard	Ladders stored in Hall cupboard for use by all members of church & community. 'Use of Ladders' guidance notes from Ecclesiastical Insurance issued and read by all members of PCC.	none	Karen & Brian Dimmock	next PCC	
<b>Use of ladders – flower team</b>	Risk of falls, especially if ladder is not securely placed and fixed	Step ladders used for small jobs of short duration for minor maintenance at a height not exceeding two metres, placed on firm level ground. 'Use of Ladders' guidance notes from Ecclesiastical Insurance issued and read by all members of PCC	'Use of Ladders' guidance notes from Ecclesiastical Insurance to be issued and read by all members of current flower team (Georgina and Val)	Felicity	next PCC	
<b>Use of ladders – high cleaning including windows and changing lightbulbs</b>	Risk of falls, especially if ladder is not securely placed and fixed	Step ladders used for small jobs of short duration for minor maintenance at a height not exceeding two metres, placed on firm level ground. 'Use of Ladders' guidance notes from Ecclesiastical Insurance issued and read by all members of PCC	'Use of Ladders' guidance notes from Ecclesiastical Insurance issued and read by current Hall Chair (Dawn) window cleaning volunteer (Adam), cleaning rota organiser (Phyllis). Work required above 2 metres will be undertaken by contractors using appropriate equipment and trained personnel	Felicity	next PCC	

<p><b>Use of ladders – painting &amp; decorating</b></p>	<p>Risk of falls, especially if ladder is not securely placed and fixed</p>	<p>Step ladders used for small jobs of short duration for minor maintenance at a height not exceeding two metres, placed on firm level ground. Work required above 2 metres will be undertaken by contractors using appropriate equipment and trained personnel  'Use of Ladders' guidance notes from Ecclesiastical Insurance issued and read by all members of PCC, including Brian Dimmock who undertakes many of the painting and decorating tasks. Brian is an experienced painter and decorator and is considered to have an appropriate understanding of the safe use of ladders.</p>	<p>Note on the ladders to say that only authorised personnell are to use them.</p>	<p>Brian Dimmock</p>		
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