

THE CHURCH OF ST. PATRICK DRUMBEG HEALTH AND SAFETY POLICY

Policy No. 1

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1. INTRODUCTION

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall, churchyard, and other grounds/buildings.

We accept our responsibility for providing a clean and safe environment in which all our people can work. It is our duty to take whatever reasonable measures are necessary for accident and fire prevention and to protect the Health, Safety and Welfare of our rector, parishioners, employees, contractors, and any visitors to our premises.

Detailed policies on specific aspects of Health and Safety referred to in this policy **can be found in the Parish Office.**

2. HEALTH & SAFETY STATEMENT

Our statement of general policy is:

- To ensure, so far as is reasonably practical, the health and safety of all staff, volunteers, parishioners, visitors, contractors, and others who may visit the Parish and its associated buildings and grounds.
- To provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees, contractors, and volunteers.
- To provide information, instruction, training and supervision for staff and volunteers to ensure they are competent to perform their duties.
- To prevent accidents and cases of work related ill-health and to provide adequate control of the Health and Safety (H&S) risks arising from our work activities.
- To regularly review and revise our policy, particularly in the light of any changes to our buildings or activities.
- To include Health and Safety on the agenda for all Vestry meetings.
- To implement emergency procedures – including evacuation in case of fire or other significant incident.
- To ensure the safe storage and handling and use of substances.
- To engage and consult with our staff, contractors and volunteers on matters affecting their Health and Safety.

A copy of our general Health and Safety Statement is to be given to each new employee on joining us, and is also to be displayed in both the Church and Foyer of the Parish Hall. All workers, agency workers and contractors should also be advised of these and be required to comply with them.

3. LEGAL CONSIDERATIONS

The following pieces of legislation apply to this policy:

- The Health and Safety at Work (NI) Order 1978
- The Workplace Health, Safety and Welfare Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Corporate Manslaughter and Corporate Homicide Act 2007
- Plus all regulations and Codes of Practice relevant to our working environment.

4. RESPONSIBILITIES

Overall responsibility for Health and Safety lies with the Incumbent and Select vestry to ensure arrangements are in place to comply with regulations and codes of practice.

The Parish Select Vestry

The Select Vestry is accountable for this Policy and of ensuring:

- That the proper operating practices and procedures to prevent risk and/or injury are adhered to, encouraged, and implemented.
- That adequate resources are allocated to meet the requirements of this policy as regards instruction, information, supervision and/or training.
- That Health and Safety will be on the agenda for all Select Vestry meetings.

The Select vestry will elect a Health and Safety Committee (HSC), led by an elected Parish Health and Safety Officer, who will be responsible for drafting and updating this Policy and its procedures. The HSC will comprise at least one member of the Select Vestry and additional nominees as necessary. It will report to the Select Vestry on a regular basis.

The Parish Health and Safety Officer

The Responsibilities of the Parish Health and Safety Officer is shown at **Annex A** to this policy.

All Employees and Workers

All employees, workers, volunteers, contractors, parishioners, and premises users 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 premises or business and must therefore:

- Ensure they are aware of all their responsibilities regarding health and safety.
- Follow safe working practices and not remove or alter any safety devices on equipment.
- Comply with safety rules, operating instructions and working procedures.
- Use protective clothing and equipment when required.
- Report any fault or defect in equipment immediately to the appropriate person.
- Report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible.
- Not misuse anything provided in the interests of health and safety.
- Inform any visitors with whom they are meeting of any Health and Safety risks and precautions they must take.

5. CONTRACTORS & CONTRACTOR MONITORING

Anyone entering church premises for the purpose of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor.

The Select Vestry, in order to prevent/minimise the likelihood of an accident occurring as a direct cause of contractor actions, has delegated its contractor monitoring process to its Glebe Wardens. The Glebe Wardens will ensure that all contractors, including self-employed, must abide by the following:

- Contractors to provide a copy of their Health and Safety Policy (where required by law) and provide evidence that they have appropriate public and employer's liability insurance in place. **A record of this evidence should be held by the church.**
- Comply with all the requirements of this Health and Safety Policy and our Fire Safety Policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
- Where plant and machinery are brought onto 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. 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.
- 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 will also specify any safety precautions they must undertake.
- When contractors need to undertake 'Hot Works' they should undertake a written risk assessment of the proposed job. **(Template available in the Parish Fire Safety Policy held in the Parish Office). This risk assessment must be completed in advance and in full and must be submitted to the Glebe Wardens for approval before work commences.** The contractor must ensure that all procedures and precautions mentioned in the assessment are carried out as described.
- Staff and volunteers are required to bring to the attention of the Glebe Wardens any shortcomings/defects in the contractors operations.
- Contractors must comply with all statutory regulations and the requirements of this policy.

6. RISK ASSESSMENT, SAFETY INFORMATION, AND INSURANCE

- Risk Assessments of the church building, parish halls, other buildings and the surrounding areas will be undertaken by the HSC, with the help of qualified experts where relevant.
- A Fire Risk Assessment of the church building and Parish Halls will be undertaken by the HSC, with the help of qualified experts where relevant.
- Risk Assessments of plant, machinery, kitchen, and substances will be undertaken by the HSC, with the help of qualified experts where relevant.

The findings of Risk Assessments and any actions required will be reported to the Select Vestry for approval.

Those responsible will ensure actions required are taken and report back to the Select Vestry when implemented.

The Risk Assessments will be reviewed annually or more often if needs dictate.

Copies of completed Risk Assessments will be kept in the H & S File held in the **Parish Office**, with originals held by each user group. Copies will be supplied to individuals as appropriate.

Risk Assessment documents and instructions will be issued by the HSC for completion by all regular premises users annually. This will ensure that existing control measures are still adequate and to incorporate any changes of legislation or best practice.

Risk Assessment Guidelines are shown at **Annex B** to this policy.

The HSC will remind all premise users annually of their obligations to review and update their health and safety arrangements under this policy.

The Select Vestry will issue Risk Assessment documents and instructions to those booking Parish premises for outside events. **Bookings will not be confirmed until these are returned, and approval of the assessment is given.**

The Glebe Wardens will advise contractors of any risks pertaining to the work they are carrying out within the parish. Contractors must have their own H&S Policy and Risk Assessment in place.

A Health and Safety at Work poster and the Parish Health and Safety Statement is to be displayed in both the **Church** and **Parish Hall**.

Our Fire Risk Assessment will identify the fire hazards on and around our premises; the control measures needed to reduce fire risks to as low as reasonably practicable; and our arrangements in the event of a fire. Our Fire Evacuation procedures are displayed in both the **Church** and **Parish Hall**. **Full details of our fire regulations and procedures are detailed in the Parish Fire Safety Policy, which can be found in the Parish Office.**

A copy of our current employers' liability insurance is displayed in both the **Church** and **Parish Hall**. **Copies of the out-of-date certificates and of our insurance details should be held for 40 years.**

7. COSHH REGULATIONS

Full details of Care of Substances Harmful to Health are containing in the Parish 'Use of Chemicals at Work' Policy, can be found in the Parish Office.

8. PLANT/WORK EQUIPMENT - RECORDING & MAINTENANCE

The Glebe Wardens and Groundsmen under guidance from the H&SC are responsible for:

- Identifying and listing all plant and equipment needing maintenance and for ensuring effective maintenance procedures are drawn up implemented and recorded.
An Example and Template for the Recording and Maintenance of Plant Equipment is shown at Annex C to this policy.
- Ensuring there is no unauthorised use of plant and equipment.
- Following the statutory guidelines in connection with electrical and gas equipment.
- Reporting any H&S problems arising with plant and equipment to the HSC.
- Checking that new plant and equipment meets health and safety standards before purchase.

A copy of the Provision and Use of Work Equipment Regulations 1998 (PUWER), can be found in the Parish Office.

9. MANUAL HANDLING

All reasonable effort is to be made to limit the need for manual handling within the parish. However, where necessary and to prevent potential injuries, anyone involved in manual handling activities and are unsure of manual handling techniques, should seek advice before commencing any work. **Full details of our Manual Handling Policy/Guide is held in the Parish Office.**

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

If we are unable to protect employees or workers from risk by other control measures, we will provide suitable and appropriate personal protective equipment (PPE). We will ensure employees are involved in the selection process for any necessary PPE, and that it is appropriate for the hazards identified; the working conditions; and the employee's needs. PPE will be provided free of charge for employees and workers exposed to risks, and will be replaced at regular intervals as necessary. **Full details of our PPE Policy can be found in the Parish Office.**

11. WORKING AT HEIGHT

Full details of our Working at Height Policy can be found in the Parish Office.

12. ELECTRICAL EQUIPMENT SAFETY (PAT)

To minimize the risk of fire, all fixed and portable electrical equipment will be maintained and tested in accordance with the manufacturer's instructions and/or BS 7671 and the Electricity at Work Regulations 1989, to ensure there is no damage to plugs or leads and that the correct rating of fuses are in use, i.e. be subjected to Portable Appliance Testing (PAT). **Certificates and records of the Portable Appliance Tests** will be kept in a Folder in the Parish Office. Whilst there is no statutory frequency for inspection and testing, it is recommended that testing be done every **two years**.

Electrical Appliances brought into the premises by activity group leaders should be subject to the same testing.

Any faulty electrical equipment found within the premises should be withdrawn from service and reported immediately to the **HSC**. Unauthorised persons should not attempt to repair faulty electrical equipment.

13. VDU USERS

Regular Risk Assessments are carried out for those employees who use a Visual Display Unit (VDU) on a regular basis and reasonable measures taken to reduce the risk of repetitive strain injury. In addition, an assessment of each workstation will be undertaken, and reviewed whenever new equipment is introduced or a workstation relocated. We will meet the cost of regular eyesight tests and also the provision of spectacles for VDU use where these are deemed necessary.

Full details of our Display Screen Equipment (DSE) Policy can be found in the Parish Office.

14. HAZARDS, ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

The Select Vestry, assigned volunteers and church staff will ensure all floors, stairs, paths, and steps are free from accident hazards. We will provide and display relevant instructional, prohibitive, and warning safety signs throughout the workplace to highlight hazards present and the control measures necessary.

All employees and workers must report any potential hazard or unsafe working practice to their manager or to a member of the HSC. If the hazard or unsafe working practice presents an immediate danger, it should be reported to the most senior person present at the time and that person has the authority to take immediate action to alleviate the danger, including the stopping of any work until further action is taken.

Any damaged or defective equipment should be reported to the HSC immediately.

Training

Designated members of staff and/or key leaders will undertake First Aid training on a regular basis and if required, appropriate training and instruction on manual handling, working at height and the use of Personal Protective Equipment.

First Aid Kits

First Aid kits will be provided for all church buildings with public/staff access.

A first aid kit is to be held in the Church and the Kitchen of the Parish Hall. Users are requested to inform a member of the Health and Safety Committee (HSC) if any replacement items are needed.

There is also a First Aid kit held in the hall sluice to be used for special outings away from the parish.

The names of our first aiders are listed in both the Church Porch and the foyer of the Parish Hall.

Employees, Visitors, Volunteers and Contractors should make us aware of any pre-existing medical conditions they may have, which the first aider, appointed person or emergency services may need to be made aware of in the event of an accident or injury. All such information will be kept in confidence.

Accident Report Book

The Select Vestry, or dedicated person, will maintain the Accident Report Book.

All accidents and incidents or work related ill health must be recorded in an Accident Report Book. One to be held in the **Kitchen of the Parish Hall** and one in the **Church Porch**. **No personal information will be kept in the accident book once an entry has been made. Once an entry has been made the completed entry will be removed, reviewed, and then kept in a separate secure location away from the accident book for future reference.**

All accidents and incidents or work related ill health must be reported to the Parish HSC. Serious accidents will be reported to the Environmental Health department of the Local Council.

The HSC will appoint an appropriate person(s) to investigate any reportable accident or illness and findings passed onto the **Health and Safety Committee**.

Full details of our First Aid at Work Policy and Accident Reporting Policy can be found in the Parish Office.

15. SECURITY

All reasonable efforts are made to provide secure premises and to ensure that staff can enter and leave our premises safely.

Access to any potentially hazardous areas is limited to authorised persons.

When leaving the premises after work, workers are responsible for locking away confidential documents or valuable items.

Anyone working on site or alone on our premises should be made aware of our lone workers' policy. **Full details of our Lone Workers Policy and Accident Reporting Policy can be found in the Parish Office.**

16. SMOKING

Our parish premises are designated "no smoking" areas, and this must be observed at all times by all employees, workers, agency staff, contractors, and visitors. Failure on the part of employees to comply with this request may lead to disciplinary action.

Full details of our Smoking Policy can be found in the Parish Office.

17. FOOD SAFETY

Select Vestry has delegated Food Safety on Parish premises to key staff and volunteers. Training in food hygiene is expected for kitchen supervisors who provide active supervision when the kitchen is in use.

The kitchen is subject to inspection by Lisburn and Castlereagh City Council Environmental Health Department, who are the enforcing authority for food safety for the parish and who can, if required, give advice and guidance to ensure standards are adequately maintained.

Each person involved in the preparation and/or handling of food must be appropriately supervised, trained/instructed in the safe handling/preparation of said food, the level to which this training should be appropriate to that persons work activities and level of responsibility.

18. ALCOHOL AND ILLEGAL DRUGS

No employee will be allowed to work on the premises under the influence of alcohol and/or unlawful drugs. If you are taking any prescribed medication which is likely to make you feel drowsy or have any other side-effects which may be a risk to your safety, please mention this to the **Rector**.

On occasions, consumption of alcohol at church social events is permitted at the discretion of either the **Rector** or the **Select Vestry**. However, such consumption must be reasonable, and managers must remember their position of responsibility and ensure that anyone consuming alcohol acts in a responsible manner and does not drive or operate machinery when clearly not in a fit state to do so.

Full details of our Drugs, Alcohol and Substance Abuse Policy can be found in the Parish Office.

19. STRESS AT WORK

We view stress as an adverse reaction to excessive pressure, and not a disease or weakness. An employee who feels that the demands of his/her job are causing pressure or stress, either temporarily or permanently, should discuss this with his/her manager, (The Rector), who will recommend appropriate guidance and assistance.

We also appreciate that on occasions, situations may arise outside of work which can result in additional pressure on the individual. We will aim to react appropriately to any circumstances we are made aware of.

Full details of our Stress at Work Policy can be found in the Parish Office.

20. DRIVING ON BUSINESS

Employees are only permitted to drive their own vehicles for business use if these are taxed, MOT'd (if appropriate) and insured for business use, and they have provided a copy of their driving licence to the **Health and Safety Officer**. An employee who is involved in any motor vehicle accident whilst on business; receives any endorsement points to his/her driving licence; or is banned from driving a vehicle must report this as soon as possible to the **Health and Safety Officer**.

Full details of our Driving on Business Policy can be found in the Parish Office.

21. RELATED POLICIES AND DOCUMENTS

We also have the following related policies and documents which are held in the Parish Office:

- Display Screen Equipment Policy and Self-Assessment Form.
- Drugs, Alcohol and Substance Abuse Policy
- Personal Protective Equipment Policy.
- Manual Handling Policy.
- Use of Chemicals at Work Policy.
- Smoking Policy.
- Lone Workers Policy.
- Stress at Work Policy.
- Driving on Business Policy.
- Assessment of Pregnant Workers Policy.
- Disability Equality Policy.
- Mobile Phone Policy.
- Out of Hours Emergency Procedures Policy.
- Working from Home Policy.
- Working at Height Guide.
- Fire Safety Policy.
- First Aid at Work Policy and First-Aid Box Checklist.
- Accident Reporting Policy.

22. IMPLEMENTATION, MONITORING AND REVIEW OF THIS POLICY

This policy has been accepted and approved by the Select Vestry and will take effect from **8th February 2022**. The **Select Vestry and the H&S Officer** has overall responsibility for implementing and monitoring this policy, which will be reviewed on an **Annual basis**.

THIS POLICY WAS REVIEWED ON:

<i>16th February 2023</i>			

RESPONSIBILITIES OF THE PARISH HEALTH AND SAFETY OFFICER

- Monitoring and auditing our health and safety procedures and working practices to ensure they are upheld and that we continually strive to make progressive improvements in health and safety.
- Promoting awareness of health and safety issues throughout the business and ensuring that all employees and workers are aware of our policy and rules and regular consultation is undertaken with them about issues of health and safety within our workplace.
- The maintenance of safety records, investigation of accidents, provision of accident statistics and keeping a watching brief on safety legislation. Full investigation of accidents will be carried out by this person with a view to the prevention of future occurrences. This person is also responsible for ensuring that notifiable occurrences and accidents are reported under RIDDOR.
- Conducting, maintaining and updating our risk assessments; reviewing our working practices and assessing any risks to the health and safety of our employees (or of agency workers, contractors, or visitors to our premises) arising out of the performance of their duties; ensuring that the introduction of any new equipment, substance or working practice into the workplace is properly considered by testing, examination and consultation with employees and establishing sufficient preventative measures to address any identified risks. Risk assessments are carried out regularly or whenever there is a significant change to working practices.
- Ensuring our obligations in respect of our COSHH assessment, control and monitoring of hazardous substances are met.
- Ensuring that periodic inspections of fixed electrical installations and portable electrical appliances are carried out by a competent person at the intervals indicated by legislation and industry requirements.
- Ensuring that our Fire Risk Assessment is complete and up to date; that fire-fighting equipment is inspected and serviced at least annually, and records are kept, and employees trained to use this equipment properly; that fire drills and inspections take place on a regular basis; that any remedial action is taken to ensure quick and safe evacuation; and that the appropriate number of fire wardens are "in post" and fully trained.
- Ensuring that separate risk assessments are undertaken for pregnant workers, any young people who work for us and any disabled employee or worker.
- Ensuring that our obligations in respect of assessment, control and monitoring of the workplace, work equipment, manual handling operations, personal protective equipment and display screen equipment are met.
- Ensuring we have an appropriate number of fully trained first aid personnel and that the first aid box/s are checked on a regular basis and restocked where necessary.
- Ensuring that prompt action is taken regarding any reported damaged or defective equipment.
- Ensuring that any necessary statutory notices and signs are clearly displayed, and all relevant statutory registers are provided and used in the workplace.
- Prompting the regular review and monitoring of all Parish policies.

RISK ASSESSMENT GUIDELINES

WELCOME TO YOUR GUIDELINES

Everyone involved in running parish organisations or using parish premises has a responsibility to ensure their activities comply with Health and Safety Legislation and the Parish Health and Safety Policy. Activities must be conducted in a safe manner without risk to the health or safety of members or participants. These guidelines aim to help you fulfil that role.

PARISH HEALTH AND SAFETY POLICY

Please read this Parish Health and Safety Policy Document as a guide to understanding your responsibilities.

WHO'S IN CHARGE?

A responsible person must be appointed to oversee the health and safety aspect of everything you do and everyone participating. Responsibilities may then be delegated to helpers e.g. to take headcounts, check toilets, make safety announcements (you can print these from this Policy Document) etc.

GETTING ORGANISED

The responsible person will need to spend some time getting organised. He/she will need to think through the activities and/or the event and what needs to be done to keep participants safe by eliminating risks. Although your activities may be based in one location **please** also think about safety and risks in other parts of the premises such as car parks and toilets likely to be used by your members. You should also think about the risks involved if you are organising activities away from Parish premises and check that adequate safety measures are in place. Sample completed risk assessments are available.

KNOW THE CORRECT PROCEDURES

When thinking about your activities be sure you are familiar with the correct health and safety procedures. A summary of these is included in the Parish H & S Policy. They will need to be applied where:

- an emergency evacuation is required
- hazardous substances such as cleaning chemicals are being used
- activities take place at a height e.g. hanging decorations
- electrical equipment is being used
- bulky or heavy items are being handled
- transport has been organised to facilitate participant's arrivals and departures

Where you identify activities not included above which are peculiar to your organisation/event you may need to determine your own procedures (*this might be relevant where your membership includes people with disabilities or where you are dealing with children and young people*).

COMPLETE YOUR RISK ASSESSMENT

As it is likely your organisation's activities/event will require members to use some or all of the procedures listed above, plus procedures peculiar to your organisation, you will need to undertake and write up a Risk Assessment using the following steps:

- **Identifying possible hazards** – any object or situation that might cause harm
- **Asking who might be harmed** – your own people first but don't forget others who may be around
- **Assessing the level of risk** – decide whether the risk is already under control and if not what steps do you need to take
- **Sharing your findings** – make sure everyone involved understands the risk and the controls which apply
- **Reviewing as you go** – keep an eye during and after the activity that things go as planned and revise the controls if necessary

The conclusions from your Risk Assessment should be contained in a Risk Assessment document, these can be obtained from a member of the Parish Health & Safety Committee and if required, a copy of the Parish Risk Assessment to assist with the completion of yours.

Many activities that are common to all Parish activities are already included on the comprehensive Parish Risk Assessment, many may not be relevant to your own activity, but some will be, so do include those that are and also include any that are specific or peculiar to your unique activity or which may arise if you are away from Parish premises.

The identity of the person/s appointed to ensure the risks are properly dealt with should be entered in the column, '*Who needs to carry out the action?*'.

A copy of your Risk Assessment should be presented to the Parish H&S Officer, or a member of the H&S Committee and the original held by the organisation.

**RECORD OF CHURCH GROUNDS PLANT EQUIPMENT
ISSUED BY THE CHURCH OF ST. PATRICK DRUMBEG**

Item of Equipment	Serial Number	User Manual Present	Remarks
HAYTER PETROL DRIVEN LAWN MOWER	Code. 560G 312000940		
KAWASAKI PETROL DRIVEN GRASS TRIMMER	Code. HA027T DS50-502612		Face Protector in situ
RIDE-ON CASTEL TWINCUT HYDRO 22/122 GRASS MOWER	191928		Briggs & Stratton (2002)
BOSCH HEDGE TRIMMER	BSH87231-1		
INSECTICIDE SPRAYER 16 Ltr Capacity	N/A		
BLUESEAL 8 TREAD 6 FOOT FOLDING LADDERS - W010491	N/A		
TITAN 12 TREAD 10 FOOT FOLDING LADDERS	N/A		
EXTENDING LADDERS 15 FOOT x 2 LENGTHS	N/A		

As @ (Date): _____

**RECORD OF CHURCH GROUNDS PLANT EQUIPMENT
ISSUED BY THE CHURCH OF ST. PATRICK DRUMBEG**

Item of Equipment	Serial Number	User Manual Present	Remarks

As @ (Date): _____

**CHURCH GROUNDS PLANT EQUIPMENT
MONTHLY MAINTENANCE LOG SHEET**

Date of Check:		Name of Person Conducting the Check:	
			PRINT

Item of Equipment	Serial Number	Faults Found	Recommendations or Action taken <i>Remarks - Repairs Etc</i>
HAYTER PETROL DRIVEN LAWN MOWER	Code. 560G 312000940	New Blade Required	To purchase
KAWASAKI PETROL DRIVEN GRASS STRIMMER	Code. HA027T DS50-502612	None	
RIDE-ON CASTEL TWINCUT HYDRO 22/122 GRASS MOWER	Briggs & Stratton (2002) 191928	None	
BOSCH HEDGE TRIMMER	BSH87231-1	None	
INSECTICIDE SPRAYER 16 Ltr Capacity	N/A	None	
BLUESEAL 8 TREAD 6 FOOT FOLDING LADDERS W010491	N/A	None	
TITAN 12 TREAD 10 FOOT FOLDING LADDERS	N/A	None	
EXTENDING LADDERS 15 FOOT x 2 LENGTHS	N/A	None	

I confirm that all above Work Equipment has been checked and found to be serviceable, less that mentioned above.

SIGNED

Any problems or faults with equipment should be reported to the Rector or Parish H&S Officer.

**CHURCH GROUNDS PLANT EQUIPMENT
MONTHLY MAINTENANCE LOG SHEET**

Date of Check:		Name of Person Conducting the Check:	
			PRINT

Item of Equipment	Serial Number	Faults Found	Recommendations or Action taken Remarks - <i>Repairs Etc</i>

I confirm that all above Work Equipment has been checked and found to be serviceable, less that mentioned above.

_____ **SIGNED**

Any problems or faults with equipment should be reported to the Rector or Parish H&S Officer.