

HEALTH AND SAFETY RULES – WEST PRESTON BAPTIST CHURCH

These Health and Safety rules are to be followed at all times when on the Church premises.

1. No smoking in church buildings.
2. No alcohol on church property except in accordance with the Hall Hire policy on alcohol, or with the specific approval of the diaconate
3. No illicit drugs to be used or stored on church property
4. Know and observe all emergency response and evacuation plans.
5. Follow *food safety procedures*.
6. Follow the *ladder use guidelines* when undertaking work at heights, including always standing below the second top tread of the ladder.
7. Report all accidents and incidents to the Duty of Care officer, and complete an Incident Report form. Report potential hazards verbally to the Duty of Care Officer as soon as possible.
8. Clean your working area when finished, and keep all work areas neat and tidy
9. Follow sensible manual handling guidelines when lifting heavy objects. Use two or more persons when lifting loads exceeding 16kg.
10. Dirty nappies to be removed from the building as soon as practical.

Duty of Care Officer

Date