

MANUAL HANDLING

Besides the church building itself, there are other places where services or events are held, such as the play park, school and town hall. The loads most likely to be carried are chairs, tables, PA equipment etc. Bear in mind the weight and bulkiness of what you intend to carry and the route you intend to take. Keeping healthy and safe demands **GOOD**

HANDLING TECHNIQUE:

1 STOP - THINK

- Plan the lift, where do you intend to put the load
Do you need help with it?
- Remove obstructions in your path
For a long lift – rest the load mid way, change grip
- Position the feet - Keep your feet apart with the leading leg forward in the direction you intend to go, giving a balanced and stable base for lifting
- Adopt a good posture. When lifting from a low level, bend the knees but don't kneel or overflex the knees. Keep the back straight retaining its natural curve
- Don't jerk, lift smoothly, raising the chin as the lift begins
- Move the feet – don't twist the body
- Keep the load, or the heaviest part of it, close to the body
- Put down the load - and then adjust it if necessary.

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CHUDLEIGH PARISH CHURCH

HEALTH AND SAFETY NOTES

Chudleigh Parish Church is a safe place to worship, hold events and visit. The Parochial Church Council has a health and safety (H&S) policy statement and risk assessments which were updated in 2011 and every effort is made to ensure that the church is managed in ways that make it a safe and comfortable place to be in. If you have any queries or wish to raise any H&S issues, please get in contact with the church wardens, John Ponting and Pam Tuckett. This leaflet has been put together to assist sidesmen and other people who organise, steward or lead services, meetings or other events in Chudleigh Parish Church.

The topics covered are:

- **First Aid**
- **Communications**
- **Fire alarm procedures**
- **Manual handling**

Firstly, some general points:

- The west (main) and south doors must be open when the church is in use
- If a full church is anticipated, the vicar's vestry door must also be unlocked and unbolted – the key is hanging in the right hand window-side cupboard in the vicar's vestry
- Keep all aisles and areas in front of the doors free of obstructions.

FIRST AID

The First Aid kit is located in the left-hand corner of the kitchen. If an accident occurs in church:

- If the incident is minor and can be dealt with by using some of the materials in the First Aid kit, attend to the person
- If you are uncertain of the seriousness of what has happened, **SEND FOR HELP – DO NOT DELAY**. It is particularly important to get an ambulance if someone is unconscious or a broken bone or spinal injury is suspected. **DO NOT MOVE THE PERSON**
- Assess the situation, how serious is it? Is there someone in the Church – doctor, nurse, auxiliary– who could be called to assist?
- Serious incidents may be reportable to the Env. Health Dept. at Teignbridge District Council. This is fully explained within the health and policy statement.

COMMUNICATIONS

The mobile phone can be found on the bottom shelf of the right hand kitchen wall cabinet. Switch on and use as you would any other mobile phone. No password is needed. A list of useful numbers is kept on a card with the phone

FIRE ALARM PROCEDURES

In the event of a fire:

- Verbally raise the alarm – inform the person leading the service or event, who will request that people leave the building quickly and in an orderly manner
- Ensure that the Fire Brigade is called. Use the mobile phone situated in the kitchen cabinet or one from someone who is present
- Attack the fire with a suitable extinguisher if it is safe to do so and keeping an exit directly behind you. Do not try to fight a fire if you are not sure what is burning or you have any doubts about using the equipment
- Evacuate the church quickly using the nearest exit. Open the doors fully. Assist people out of the building, particularly the physically disabled, the elderly, children or anyone with impaired hearing or vision

Sidesman 1 - clear pews on north aisle
Sidesman 2 – clear pews on south aisle
Churchwarden 1 – clear chapel, chancel, vestries
Churchwarden 2 – clear balcony, tower, office, kitchen

- Ensure that people are gathered in a safe place, well away from the building or location of the fire. Gather people in the assembly point – the Play Park
- Check that everyone has been safely evacuated. Do not let anyone re-enter the building until informed by the Fire Officer or other responsible person that it is safe to do so.

FIRE EXTINGUISHERS

Location	Type of Extinguisher	USE ON
Notice board side of west door	Carbon dioxide	For flammable liquids or electrical fires Do not use on wood, paper, textiles, fabrics
Inside choir vestry door	Carbon dioxide	
In gallery, on LH side of office door	Carbon dioxide	
In ringing chamber	Carbon dioxide	
In kitchen, under hot water dispenser	Carbon dioxide	
At side of south door	Water	For fires involving wood, paper, fabric, textiles Do not use on flammable liquids or electrical fires
In lobby just before vicar’s vestry	Foam	

DO NOT SPEND TIME USING AN EXTINGUISHER
IT IS MORE IMPORTANT TO CLEAR EVERYONE FROM THE CHURCH AND MAKE SURE THAT THE FIRE BRIGADE HAS BEEN CALLED