



# St John the Baptist Church Kingston Bagpuize with Southmoor

Ref: SJB.-P12

## Working at Height Policy

It is the Parochial Church Council's (PCC) policy to ensure that where any work to the church, hall or their environs is carried out at height suitable and sufficient measures will be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

To that end:

1. A competent person will be appointed annually by the PCC.
2. The PCC identifies the following risk areas:
  - a. Access to the cupola
  - b. Access to the hall roof space
  - c. Access to high level ledges for cleaning
  - d. Access to uplighters, and spot lights for changing lamps
  - e. Access to windows and screens for cleaning and flower arranging
  - f. Access to the internal porch roof and other locations in the church and hall to maintain and adjust AV equipment, and
  - g. Access to flat rooves and gutters for cleaning.
3. The PCC has the following access equipment:
  - a. 1 No ladder extending to 6.8 metres
  - b. 1 No. step ladder with a platform height of 1.75 metres
  - c. 1 No. step ladder with a platform height of 1.1 metres
4. It is the PCC's policy that any access equipment used to work at height will only be deployed when 2 or more people are in attendance.
5. The extending ladder will be kept under lock and key with all keys held by the churchwardens or their nominee.
6. The step ladders will have competent person's contact details and operating instructions adjacent to their storage locations which will be followed by all users.
7. All ladders and step ladders will be inspected annually by the competent person.

Any damage to the ladder and step ladders will be immediately reported to the competent person.

Author  
Reviewer

Simon Dando  
Julie Carpenter

Authorised at PCC meeting held on 16 May 2016  
Review date March 2017

## **WORKING INSTRUCTIONS FOR STEP LADDERS**

When using this step ladder:

1. A minimum of 2 persons must be present, one to undertake the function the other to hold the step ladder, pass up tools and equipment and maintain a watching brief.
2. Check all four feet are in contact with the ground and the steps are level.
3. Only carry light materials and tools.
4. Don't overreach.
5. Don't stand and work on the top three steps, incl. the platform, unless there is a handhold.
6. Ensure any locking device(s) are engaged.
7. Try to avoid side loadings.
8. Maintain 3 points of contact with the ladder:
  - a. Two feet and one hand
  - b. Two feet and body if using both hands
9. The nominated competent person is Simon Dando, who can be contacted on 01865 820086 or 07791 587004.