

Flower Arrangers Health and Safety Guidance

Personal Safety

If you are going to be in church on your own make sure:

- you have a mobile phone with you or keep the church phone (from the kitchen) close by
- if possible, let someone know where you are and how long you are likely to be.

People visiting the church are usually not a problem and often welcome the opportunity to speak to someone who can tell them something about our church. If, however, someone arrives who makes you feel uncomfortable then leave. Your own safety is of the utmost importance.

All church equipment is regularly inspected but any issues should be recorded in the file at the back of church. Anyone wishing to bring their own equipment or appliances to use in church does so at their own risk. Should you wish to leave an appliance or piece of equipment in church please check with the church wardens to ensure there is no risk.

Lifting

- Care needs to be taken when lifting heavy objects. The golden rule is – if you're not sure you can lift something or even think it may be too heavy – DON'T lift it.
- There is a sack barrow in the choir vestry which may be used to transport heavy or bulky items but make sure someone is with you.
- The removal of the Font lid is a two-person job and it must be stored safely in the choir vestry.

Working at Height

- If you need to get something from the tops of cupboards etc or are arranging flowers at a height, you must use the steps or ladder provided by the church and make sure you are accompanied. There are sets of ladders in the choir vestry for this purpose. Failure to comply releases the church from any liability following an accident.
- You must never use the church ladders on your own.
- Never stand on any of the chairs in church. If it is necessary to stand on a pew, remove the runner and check that the pew is not broken.

Fire Risk

With the exception of the Flower Festival, no displays may be put in front of the north-west door (by the choir vestry) or the south west doors (by the kitchen and near the altar) as these are fire exits. During the Flower Festival no display may be put in front of the door opposite the Clergy office in the Chancel as this will be used as a fire exit.

Carrying

It is necessary for flower arrangers to carry buckets of flowers, oasis blocks, containers, etc down the steps out of the vestry. Take extra special care when coming down or going up the stone steps.

Slips and falls

To avoid slips, please:

- Wipe up any water as soon as possible – blue paper roll is available in the kitchen
- Sweep up foliage and other plant material from the floor – brushes and dust pans are kept in the cupboard under the stairs in the kitchen

Arrangements

- No weapons should be used in your arrangements. If you need to depict an historical character in this way, please use cardboard props.
- Mechanics should be secure to prevent whole arrangements toppling as oasis dries out. Ask a Committee member for tape, etc if you do not have your own.
- Please hold wire down and away from others when you are cutting
- If you are using a glue gun please have a bowl of cold water to hand in case of accidents. This will set the glue quickly so it can be peeled off easily.
- Please be aware that some plant and flower material can be poisonous and young children may be tempted to try berries etc if they are within reach. Avoid using such plant and flower material at low heights.
- All additional materials used in arrangements will need to be removed immediately they are finished with.

A copy of this policy will be sent to all members on the flower rota

Signed:

Date: