

## **Cleaning Rota Health and Safety Guidance January 2019**

### **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.

### **Young Children**

If you bring young children with you please don't leave them alone as their safety is your responsibility.

### **Cleaning Materials**

All cleaning materials are stored securely to ensure the safety of young children and to avoid the risk of fire. Polishes, brass cleaner etc are now stored in the locked cupboard under the stairs in the kitchen. It is important that all cleaning materials are only used as directed on the label.

### **Electrical Equipment**

All electrical equipment is PAT tested and will have a label on to show it is safe. Please DO NOT use any equipment that does not have this. Care should always be taken when using electrical appliances and any faults should be reported to one of the churchwardens.

### **Lifting**

Care needs to be taken when lifting chairs, tables etc. 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!

The ladder is not normally needed for routine cleaning but if you need to get something from the tops of cupboards etc and need to use the steps or a ladder then make sure someone is with you to secure the ladder. You must never use the ladder on your own.

### **Storage**

- Nothing should be stored immediately in front of the wall heaters or blocking fire exits.
- Any waste paper must be put in the blue recycling dustbin outside.
- Please put any other loose items on the floor back in their rightful place so they do not present a trip hazard.

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

Signed:

Date: