

St Michael and All Angels

H&S Policy and Procedure

Use and Storage of Plant & Machinery

POLICY

St Michael and All Angels PCC is responsible for ensuring all items of plant & machinery are kept in good working and safe to use order.

INFORMATION

No unauthorised plant & machinery is to be used at St Michael and All Angels.

All plant & machinery shall be suitably stored.

Where necessary access to plant & machinery shall be prevented to safeguard against its unauthorised use.

PROCEDURE

1. The Churchwardens shall maintain a list of all items of plant & machinery belonging to the Church.
2. Employees, voluntary workers and contractors shall not operate plant or machinery that they are not trained and authorised to use.
3. Employees, voluntary workers and contractors must not ride on any parts of machinery not intended for that use.
4. Machinery shall be switched off before any adjustments are made.
5. After carrying out maintenance and adjustments, all guards shall be replaced before the machinery is used.
6. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
7. The appropriate personal protective equipment shall be worn when operating any item of plant or machinery
8. Persons under the age of 18 may use hand tools only and are not permitted to operate any power driven item of plant or machinery.
9. Any defect and damage found to any item of plant or machinery must be reported to the Churchwardens.
10. All plant & machinery shall be regularly maintained and a schedule kept of the maintenance undertaken.
11. Ladders shall be checked before use to ensure they are damage free and safe to be used. Ladders shall be checked annually by a competent person. A record of the check shall be given to the Churchwarden for the Church Log Book.
12. All portable electrical equipment shall be checked in accordance with the approved PCC H&S Policy and Procedure.