

Connect Church Health & Safety Summary

Hazard	Risk	Safety Advice
Moving equipment from under the Stage	<ol style="list-style-type: none"> 1. Banging head 2. Injuring back 	<ul style="list-style-type: none"> • Need to be aware of height restrictions • Use correct procedure to lift equipment • Do not move items that are too heavy on your own
Hot water urns and kettles for making hot drinks and boiling water	<ol style="list-style-type: none"> 1. Risk of scalding with boiling water 2. Risks of burns through touching hot exterior 3. Risk of tripping over trailing leads 	<ul style="list-style-type: none"> • Position urns and kettles away from crowds • Only move kettles and urns when cold • Do not allow wires to trail on the floor or anywhere they could cause a hazard
Sound Equipment	<ol style="list-style-type: none"> 1. Risk tripping over trailing leads 2. Injuring back 	<ul style="list-style-type: none"> • Do not allow wires to trail on the floor or anywhere they could cause a hazard • Use tape or mat to cover leads if they are to be walked over • Use a trolley or get help to carry heavy items
Moving tables and/or stacked chairs in hall using the trolley	<ol style="list-style-type: none"> 1. Tables could collapse if not secured properly 2. Back pain caused by not lifting correctly 3. Chairs could collapse onto person using trolley or bystander 	<ul style="list-style-type: none"> • Make sure the tables are clipped into place properly • Concentrate weight of chairs over the wheels of trolley • Move no more than seven (7) chairs at a time
Spillages of any liquid	Risk of slips and lasting injury as a result	<ul style="list-style-type: none"> • Clean up spillages promptly • Ask someone to remain at the spill until it is cleaned up
Toys and other equipment	Injuring back	<ul style="list-style-type: none"> • Keep boxes to minimum weight

Please report any faults in the building or equipment to your Team Leader