

Information sheet 11.6

Health and Safety Calendar and Guidelines



Version 2.3 January 2018

Health and Safety Calendar and Guidance for Managing Buildings

This booklet is intended to provide individuals responsible for Health and Safety within church buildings and premises with a brief guide and annual checklist for regular health and safety tasks required by law.

The schedule at the back of this document gives the frequency of some inspections, tests and services. The inclusion of a task in a particular month is only a suggestion. As long as you keep to the recommended intervals you can use the calendar to plan tasks at the best times for your particular premises. You can add any other regular checks which your building requires in the blank spaces provided.

In any situation where staff or volunteers are engaging with young people or adults with vulnerabilities, there is a responsibility to ensure the environment and activities do not pose an unnecessary risk to young people, staff or volunteers. If you would like further advice on this please contact the Synod Safeguarding Officer.

Health and Safety Calendar and Guidance

January			
		Date	Checked by
Task	Carry out/update Building risk assessment (annually)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task	Test 1 fire alarm break glass point		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Test 1 emergency light		
Action			
Task	Review health and safety training needs and plan sessions (annually)		
Action			
Task	Carry out fire risk assessment inspection (3-monthly)		
Action			
Task			
Action			

Health and Safety Calendar and Guidance

February			
		Date	Checked by
Task	Test 1 fire alarm break glass point		
Action			
Task	Test 1 emergency light		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task	Visual check of building and equipment (monthly)		
Action			
Task	Fire extinguisher service (annually)		
Action			
Task			
Action			
Task			
Action			

Health and Safety Calendar and Guidance

March			
		Date	Checked by
Task	Test 1 fire alarm break glass point		
Action			
Task	Test 1 emergency light		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task	Visual check of building and equipment (monthly)		
Action			
Task	Service Fire alarm (6-monthly)		
Action			
Task			
Action			
Task			
Action			

Health and Safety Calendar and Guidance

April			
		Date	Checked by
Task	Test 1 emergency light		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task	Carry out fire risk assessment inspection (3-monthly)		
Action			
Task	Test 1 fire alarm break glass point		
Action			
Task	Gas safety check and boiler service		
Action			
Task			
Action			
Task			
Action			

Health and Safety Calendar and Guidance

May			
		Date	Checked by
Task	Test 1 fire alarm break glass point		
Action			
Task	Test 1 emergency light		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Visual check of building and equipment (monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task	Lightning Protection System Testing every 12 months.		
Action			
Task			
Action			
Task			
Action			

Health and Safety Calendar and Guidance

June			
		Date	Checked by
Task	Test 1 fire alarm break glass point		
Action			
Task	Test 1 emergency light		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Fire drill (annually)		
Action			
Task	Visual check of building and equipment (monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task			
Action			
Task			
Action			

Health and Safety Calendar and Guidance

July			
		Date	Checked by
Task	Test fire alarm (monthly)		
Action			
Task	Test 1 fire alarm break glass point		
Action			
Task	Test 1 emergency light		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Carry out fire risk assessment inspection (3-monthly)		
Action			
Task	Update and circulate Fire emergency plan including evacuation procedure (include individuals with vulnerability or those with restricted mobility) (annually)		
Action			
Task			
Action			
Task			
Action			

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Health and Safety Calendar Guidance

August			
		Date	Checked by
Task	Test 1 fire alarm break glass point		
Action			
Task	PAT test all portable electrical equipment (as required whether on a 6 – 12 month basis)		
Action			
Task	Test 1 emergency light		
Action			
Task	Fire extinguishers – visual check		
Action			
Task	Clean ventilation and extraction equipment (annual)		
Action			
Task	Visual check of building and equipment (monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task			
Action			
Task			
Action			

Health and Safety Calendar and Guidance

September			
		Date	Checked by
Task	Test 1 emergency light		
Action			
Task	Test fire alarm (monthly)		
Action			
Task	Test 1 fire alarm break glass point		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Service Fire alarm (6-monthly)		
Action			
Task	Visual check of building and equipment (monthly)		
Action			
Task			
Action			
Task			
Action			

Health and Safety Calendar and Guidance

October			
		Date	Checked by
Task	Test 1 fire alarm break glass point		
Action			
Task	Test 1 emergency light		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task	Carry out fire risk assessment inspection (3-monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task			
Action			
Task			
Action			

Health and Safety Calendar and Guidance

November			
		Date	Checked by
Task	Test 1 fire alarm break glass point		
Action			
Task	Test 1 emergency light		
Action			
Task	Fire extinguishers – visual check (monthly)		
Action			
Task	Visual check of building and equipment (monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task	Service intruder alarm		
Action			
Task			
Action			
Task			
Action			

Health and Safety Calendar and Guidance

December			
		Date	Checked by
Task	Plan for next year's annual fire extinguisher service		
Action			
Task	Plan for next year's 6-monthly fire alarm service		
Action			
Task	Plan for next year's annual boiler service and gas safety check (annually)		
Action			
Task	Visual check of building and equipment (monthly)		
Action			
Task	Test fire alarm (monthly)		
Action			
Task	Test 1 fire alarm break glass point		
Action			
Task	Test 1 emergency light		
Action			
Task	Plan for Portable appliance testing and electrical certificate if due next year		
Action			

**Health and Safety related tasks
Schedule of work**

Frequency	Tasks	Comments
Monthly	Visual check of premises to ensure there are no hazards	Required only in months where other formal inspections are not taking place
	Visual check of equipment to ensure it is in good working order	Carry out repairs identified promptly
Monthly	Test 1 emergency light fitting	
	Test 1 fire alarm break glass point	
	Visual check of fire extinguishers	
	Test fire alarm	Vary the time and day
Every 3 months	Fire risk inspection	Keep a written record
Every 6 months	Service fire alarm and associated devices	Use suitably qualified contractor
Annual	Update and circulate Fire evacuation procedure	Ensure everyone understands it
	Clean ventilation and extraction equipment	
	Update building risk assessment	More often if anything changes
	Update inventory	New equipment should be added when it arrives
	Review H & S training needs and arrange sessions	
	Fire extinguishers serviced	Each appliance must be stickered
	Gas appliances serviced safety tested	Certificate must be available
	Intruder alarm serviced	Frequency may depend on contract
	Portable appliance testing carried out and recorded	Variable - see recommendations
	Fire drill	Record outcome
1 – 4 yearly	Portable appliance testing	Use suitably qualified contractor
Every 5 years	Full electrical inspection	Keep the certificate with building records

Electrical Safety

Portable Appliance Testing - Frequency of Inspections

The frequency of safety testing for electrical appliances depends on the nature of the equipment and its location and use. Regardless of recommended testing frequencies, any equipment which looks in poor condition, or has been damaged, should be inspected and tested prior to use.

Equipment used in a youth centre, used by young people, or which is moved regularly or subject to heavy use/wear and tear should be tested annually.

Otherwise portable electrical equipment can generally be tested every 2 years unless there is cause for concern. Appliances can include any of the following :-

kettles, water heaters, vacuum cleaners, power tools, desk lamps, fans, floor polishers, extension leads, gardening equipment and toasters, portable stereos, some computer equipment, small desk lamps, televisions, video and DVD players, and television -top boxes.