

9.0 Procedure for changing light bulbs in the church

Extent of risk

Changing the light bulbs is an ongoing problem as they fail at different times. There are over 20 light bulbs in St Giles. The light bulbs in the church nave, north aisle, crossing and chancel are very high and must not be changed by anyone except those competent persons appointed by the churchwardens and listed below.

Access to the ladder and spare bulbs

High-level light fittings are accessed by a ladder which is kept in the stairwell leading to the upper vestry. There are two doors to this area, the outer church door and the inner vestry door. Both are locked at all times except when the church is in use for services or events. Spare light bulbs are kept in the vestry. There is a notice adjacent to the ladder prohibiting unauthorised use.

Electrical precautions

Light bulbs must be changed in daylight and the circuit including the light(s) to be changed must be switched off.

Only approved competent persons or those working under their supervision or authorised by them are authorised by the churchwardens to climb the ladder for lamp replacement.

A list of approved persons is displayed in the South Transept (vestry)

Stabilising the ladder

The bottom of the ladder must also be secured against the base of a pew in the nave area where practical. The ladder extends beyond the cross beam in the roof. It must be positioned at the correct angle as indicated on the ladder itself. A physically strong person must be at the base of the ladder all the time anyone is on the ladder.

In the event of an accident

If there is an accident, help must be summoned by use of the Church portable phone. There is a first aid kit in the vestry.

Implementation

This document is part of the control measure for the restriction of the use of ladders to the control of appointed persons only. The notice by the ladder states that the procedure exists which must be followed and a copy is kept in the vestry.

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