

HEALTH AND SAFETY POLICY

A. Church Commitment to Health and Safety

1. This statement comprises the views of the *Name of Management forum of the church* ("the Church") on, and commitment to, providing a safe and healthy environment for our visitors, employees, volunteers and members, suppliers, and any tenants and their employees. The Church recognises its obligation to visitors, employees, volunteers and members of the Church, suppliers, and any tenants and their employees and requires in turn that visitors, volunteers and members of the Church, suppliers, and any tenants and their employees abide by safety rules and have responsibility for the safety of their colleagues.
2. Our aims are:
 - a) To ensure, as far as is reasonably practicable, the health and safety of any tenants and their employees, Church employees, and suppliers while at work and of all visitors, volunteers and members of the Church while on Church premises or using Church services.
 - b) To comply with all relevant health and safety legislation, regulations and codes of practice.
 - c) To provide safe and healthy conditions of work, plant, equipment and systems.
 - d) To provide appropriate notices, training, advice, protective clothing, equipment and documentation as is necessary or advisable.
 - e) To carry out assessment of risks and endeavour to reduce or eliminate these.
 - f) To provide written systems of work and procedures which are exposed to hazard.
 - g) To record notification of hazards and accidents and incorporate improvements suggested as a result of investigations conducted following such notifications, as soon as possible.
3. The responsibilities of volunteers, Church employees, any tenants and their employees, and suppliers are:
 - a) To familiarise themselves with, and adhere to, safety procedures, including fire alarm procedures and evacuation routes.
 - b) To ensure that any criminal record checks that may be required for tenant's employees, volunteers, Church employees and suppliers in providing their own services while on Church premises, are conducted in compliance with relevant regulations.
 - c) To ensure that any equipment that is brought on to Church premises is maintained in safe working order, and that any materials used are stored and disposed of with regard to the safety of the Church and other users.
 - d) To wear any protective clothing/protective equipment that may be provided as and when necessary, and to report any defects in such to the Minister.
 - e) To report all accidents/incidents to the Minister, and to carry out health and safety instructions given by the Minister.
 - f) To report all safety and health hazards to the Minister as soon as possible.
 - g) To make themselves familiar, under direction, with fire fighting equipment.
 - h) To co-operate with the Church at all times on matters of safety.
4. The responsibilities of visitors and members of the Church are:
 - a) To read and adhere to any safety procedures displayed in public areas, including fire alarm procedures and evacuation routes.
 - b) To wear any protective clothing/protective equipment that may be provided as and when necessary, and to report any defects in such to the Minister.
 - c) To co-operate with the Church at all times on matters of safety.

B. Risk and Hazard Assessment

All areas and operations within the Church will be assessed for risk once a year and additionally whenever any new facility is brought into action or a new process or procedure becomes operative.