

Telford Elim Health and Safety Policy

Telford Elim Community Church, Brookdale, Hadley, Telford TF1 6LP

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church auditorium and activity rooms. We also know that, where we are an employer or control premises in certain circumstances, we have to meet the requirements of health and safety law.

In particular, we know that if we are an employer having five or more employees, we are required to have a written health and safety policy. As such, we have drafted this policy to meet our duty under Section 2(3) of the Health and Safety at Work etc. Act 1974.

General statement of policy

Our policy is to ensure, so far as is reasonably practicable, that our activities are carried out safely and do not pose a risk to the health of our employees, volunteers, congregation, visitors and others who may use the church, the church car park or any other building we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The Church Session accepts its overall responsibility for this. We will ensure that adequate resources are made available to achieve this objective. Any decisions we make will have due regard for it.

We will appoint a member of the church to have specific responsibility for this policy and its implementation. We will keep health and safety matters under review at appropriate intervals. We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.

It is the duty of each employee and volunteer to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. We will try to ensure that everyone involved with the church plays his or her part in its implementation.

Further detail about our organisation and arrangements for managing health and safety is set out in this document. A copy of it will be kept in the church and made available to others on request.

Signed on behalf of Telford Elim:

Date: 18th November 2021



Organisation and Responsibilities

1. The member of the church with overall responsibility for implementing our policy is: Lead Church Pastor

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They will ensure that:

The standards set out in this policy are implemented and maintained

Where necessary, specialist health and safety assistance is obtained

Any hazards reported to them are rectified immediately

Only competent persons carry out repairs, modifications, inspections and tests

Any accidents are investigated, recorded and reported if necessary

Relevant health and safety documents and records are retained

They keep up to date on health and safety matters relevant to the church

Set a personal example on matters of health and safety.

2. All employees and volunteers have a responsibility to cooperate in the implementation of this policy and to take reasonable care of themselves and others while on church business or premises.

They will ensure that they:

Read this policy and understand what is required of them

Complete their work taking any necessary precautions to protect themselves and others

Comply with any safety rules, operating instructions and other working procedures

Report any hazard, defect or damage, so that this might be dealt with

Warn any new employees or volunteers of known hazards

Attend any training required to enable them to carry out their duties safely

Do not undertake any repair or modification unless they are competent to do so

Report any accident Do not misuse anything provided in the interests of health and safety.