

Health and Safety Policy

This is the statement of general policy and arrangements for:		Name of Congregation	
Overall and final responsibility for health and safety is that of:		The Financial Board	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:			
Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)	
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities			
To provide adequate training to ensure employees are competent to do their work			
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health			
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)			
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances			
Health and safety law poster is displayed:			
First-aid box and accident book are located:			
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)			
Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:		Every:	months or sooner if work activity changes

Risk Assessment

Congregational name:

Risk Assessment carried out by:

Date:

Review Date:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done



