

Health and Safety Policy.

St Columba's

United Reformed Church, Oxford

15 September 2009. Version 0.3

Approved for publication.

General statement

"We are committed to the Health, Safety and Welfare of our members of staff, our volunteers and the members of the public that use our premises. We work to ensure that our premises are a safe worship and work environment for all by managing and minimising the hazards in and around our premises.

We have completed Risk Assessments and will regularly review them. We will consult with building users about Health and Safety and provide user representatives with the information, instruction, supervision and training that we consider necessary. We will carry out inspections, maintain the premises and equipment, and provide necessary Personal Protective Equipment.

Users of the building are asked to report hazards, accidents and dangerous occurrences. We ask all users to look after the safety equipment we provide and to follow safety instructions and signs.

All building users are responsible for their own safety and the safety of others using these premises. This policy will be reviewed annually and revised as necessary."

The Elders of St Columba's United Reformed Church, Oxford.

Organisation and Responsibility

- The overall responsibility for Health and Safety lies with the Elders. **The roll of Elders is listed in the church hall.**
- Delegated responsibility for Health and Safety rests with the Facilities Manager who reports to Finance and Property Committee of St Columbas.

If you need any more information or have any concerns about Health and Safety, in the first instance please contact the Facilities Manager on the church mobile: 07880 601109 or email buildings@saintcolumbas.org. The Facilities Manager will keep a log of Health and Safety concerns.

Members of staff, hirers, and volunteers are reminded that they are responsible for their own Health and Safety and the safety of others in the premises. The Church Finance and Property Committee will be responsible for discussing matters surrounding Health and Safety.

Full wording

The full text of our policy and procedures for Health and Safety is available in a separate document. This document will be kept up-to-date on the church website at www.saintcolumbas.org/healthandsafety/. (Please note that a separate Fire Safety Policy is in operation in the building. Details are also on the website.)

Guidance for Hirers

Specific guidelines related to Health and Safety, along with a Significant Findings form, are provided for all hirers of the building in the relevant hire documents handed out at point of hire.

YOU HAVE REACHED THE END OF THIS DOCUMENT.