

LITTLEOVER METHODIST CHURCH

Health and Safety Policy Statement

Littleover Methodist Church is a vibrant Christ Centred Church in the heart of the community.

Littleover Methodist Church (LMC) has a team of eight paid staff supported by a voluntary leadership team who all report to the Minister. Ultimate responsibility for Health and Safety lies with the trustees (the Church Council) who have delegated management and leadership to the Health and Safety Committee and the Health and Safety Church Centre Coordinator.

LMC takes Health and Safety seriously and is committed to protecting the Health and Safety of our staff and all who use our premises.

- We will take reasonable steps to safeguard the Health and Safety of our staff and people visiting our premises.
- We will do this by identifying Health and Safety risks and finding ways to manage and overcome them.
- The Health and Safety Committee manages Health and Safety and the Health and Safety Church Centre Coordinator has responsibility for day to day health and safety issues. Any concerns should be reported to the Health and Safety Church Centre Coordinator.

Staff

- All staff must take reasonable care for their own Health and Safety.
- They must keep Health and Safety at the front of their minds and keep their workplace tidy and hazard free.
- They must report any concerns or risks or hazards to the Health and Safety Church Centre Coordinator

User groups renting the premises and Uniformed Organisations

- All user groups renting LMC facilities and uniformed organisations must adhere to the appropriate LMC policies and identify risks and actions as deemed applicable for their particular activities.

Accidents

- If an accident occurs the procedure displayed in the Foyer must be adhered to.
- All accidents must be reported to the Health and Safety Church Centre Coordinator and noted in the Accident book.

Fire

- Details of the Fire policy and procedures are in the church office.
- All staff and stewards (fire wardens for Sunday services) and user groups must familiarise themselves with the policy and procedures and take appropriate action in the event of a fire.
- If the fire alarm sounds all occupants of the building must follow the instructions of the fire wardens, and remain out of the building until instructed by the fire warden that they can re-enter.
- Do not attempt to use the fire extinguishers unless trained to do so.

January 2015