Notes to accompany Health and Safety Policy Template

1. ‘XXXXXX Church’ to be replaced in the Header, Footer and body of the report with the name of the church;
2. Font colour to be change to black;
3. Implementation date and review date to be inserted and font colour change
4. Page 4 – section in blue can be removed if the church does not have a caretaker/site manager, paid or voluntary;
5. Page 5 as above
6. Page 6 – the church will need to nominate an elder for this role
7. Page 12 – as at point 4. Above
8. Page 16 – date of policy.

I would recommend that all the other sections remain in the policy even if they do not seem to apply. They will at some stage.

My recommendation is that the draft policy is sent to all church elders prior to a meeting where they will be asked to ratify the policy.

Once ratified then I suggest it goes before the whole church meeting.

The Statement of Intent should be displayed along with the Certificate of Public Liability Insurance at prominent locations within the building for all visitors and hirers of the premises.

The policy must be reviewed every 12 months and signed accordingly after ratification by the church meeting.

Keith Coote