

Health and Safety Policy¹

Adopted by the Church Council 23rd February 2026

As a church we understand that we owe a duty of care to ensure the safety of those who visit or use our church, hall or grounds. We also know that, as an employer in control of premises, we must meet the requirements of health and safety law.

Although we do not employ five or more employees, so are not required to have a written health and safety policy under Section 2(3) of the Health and Safety at Work etc. Act 1974 this written policy has been defined. Equally, we have a duty of care to towards all our volunteers. .

Policy Statement

It is the policy of the managing trustees of Leatherhead Methodist Church 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, church members, visitors and others who may use the church, grounds or any other premises we are responsible for. This will be in accordance with good practice and any relevant statutory provisions where they apply.

The managing trustees accept 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.

Managing Trustees appoint the management team to take specific responsibility for operational oversight and review of this policy and its implementation, led by our property steward, and to report to trustees regularly.

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 We will monitor the effectiveness of the policy, amending it where we believe it is no longer valid.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 church office, and made available to others on request.

Signed*: **Rev Daniel J Balsdon**

On behalf of the managing trustees of Leatherhead Methodist Church as agreed at a meeting on: 24th February 2026

¹ Policy developed from guidance available from the Methodist Church in Great Britain and Methodist Insurance.

[Downloadable templates: Health & Safety Policy - The Methodist Church](#)

1. Organisation and Responsibilities

- 1.1. The member of the Church Council with overall responsibility for implementing our policy is our Property Steward, Ian Smith, who is competent to assist the Trustees in undertaking the measures needed to comply with Health and Safety requirements. Supported by trustees and the management team, they will ensure that:
- The standards set out in this policy are implemented and maintained
 - Any accidents are investigated, recorded and reported if necessary
 - If matters fall outside their competence, they will advise the Trustees of the need to obtain specialist health and safety assistance or advice
 - Relevant health and safety documents and records are retained
 - They keep up to date on health and safety matters relevant to the church
 - Only competent persons carry out repairs, modifications, inspections and tests
 - Set a personal example on matters of health and safety
- 1.2. The Trustees have day-to-day responsibility for implementing our policy. They will ensure that:
- All employees and volunteers are aware of their health and safety responsibilities
 - Where necessary, specialist health and safety assistance is obtained
 - Adequate precautions are taken as set out in this policy and related risk assessments
 - Adequate information and training is provided for those that need it
 - Any hazards are investigated promptly and dealt with as soon as possible
 - Where significant hazards cannot be corrected immediately, interim steps are taken to prevent danger
 - All accidents are reported in-line with the requirements of this policy
 - Advice is sought where clarification is necessary on the implementation of this policy
 - Set a personal example on matters of health and safety
- 1.3. 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.

2. Health and Safety Arrangements

This section sets out our general arrangements for managing health and safety and dealing with specific risks.

Record Keeping

Our Health and Safety Risk Assessments, records and other documents are in the church office Health and Safety Folder, or in digital format on the shared staff drive.

2.1. Risk Assessment

We will complete risk assessments to identify what we need to do to comply with health and safety law. We will record our findings, implementing any necessary precautions. We will review these regularly and revise them as required.

Where we intend to hold large or unusual concerts, services and fundraising events, we will identify any additional precautions that are necessary in an event-specific assessment and implement these.

Risk assessments will be stored in the church office, or in digital format on the shared staff drive.

2.2. Accident Reporting

We will keep an accident book and record details therein. We will report to the enforcing authority and keep records of certain accidents to employees, volunteers and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Our accident book is kept in the kitchen cupboard next to the back door along with the downstairs first-aid boxes.

2.3. Monitoring

We will make periodic checks to ensure that our precautions remain effective and adequate. We will also ensure that any electrical equipment and church utilities are inspected as necessary to ensure that they remain safe. We will keep records of the checks we make.

2.4. Information and Training

We will provide any necessary information and training for our employees and volunteers in a timely manner. We will keep a record of what is provided. We will also give relevant information to contractors and self-employed people who may need this to complete their work safely.

2.5. Safeguarding

We appoint a church safeguarding officer, who is supported by circuit, district and connexional structures in safeguarding oversight. Trustees regularly review policy and practice in relation to safeguarding – see our separate safeguarding policy.

2.6. First Aid

We will provide adequate first aid facilities including – as a minimum – a suitably stocked first aid box and a person who will take charge of the first aid arrangements. We will also provide relevant information for employees and volunteers.

Our first aid box is located in the kitchen in the cupboard by the back door.

Our person in charge of first aid arrangements is: Carol Stoves, Church Administrator

Our Youth worker and Administrator are first-aid trained, along with a number of other church volunteers. Those who are trained are noted in the Church Health and Safety File.

2.7. Fire

We will complete a specific written risk assessment to identify what steps are necessary to prevent, detect and take in the event of a fire. We will record our findings, implementing any necessary precautions including training and fire drills. We will review and revise these where we suspect that they are no longer valid.

2.8. Preparation of Food

We will ensure that on those occasions when we prepare food, we use a clean and disinfected work surface, utensils and equipment. We will store food in such a way as to avoid contamination, provide handwashing facilities and suitable arrangements for the disposal of waste.

2.9. Manual Handling

We will avoid the need for lifting or carrying heavy objects as far as is possible. Where this is not practical, we will make use of lifting aids (such as trolleys) or other precautions including team lifting.

2.10. Slips and Trips

We will implement suitable precautions to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. We will make periodic checks to ensure that floors, coverings, steps and pathways remain in good condition, free from obstruction and that any precautions (such as hand rails or lighting) remain adequate. We will correct any defects identified, keeping records of the checks we make. We will have arrangements in place to manage pathways in winter weather.

2.11. Drink and Drugs

No employee or volunteer may undertake their duties if impaired due to consumption of drink or drugs.

2.12. Working at Height

Work at height shall be avoided where it is possible to do so, and as much work as possible shall be done from the ground.

Where work at height cannot be avoided it must be completed in accordance with our Work at Height Policy and Procedure. In particular ladders and stepladders shall only be used where the work is low risk and of short duration (30 minutes maximum in any location).

Ladders and stepladders belonging to the church shall be properly maintained inspected at least annually, and the inspection recorded in the log

2.13. Hot Works

Hot works shall be avoided where practicable. Alternatives to hot work shall be explored and adopted at planning stage where appropriate.

Where hot works are required, the work must be completed in accordance with our Hot Works Policy and Procedure. Hot Works shall only proceed with a valid Hot Works Permit issued by a Leatherhead Methodist Church appointed Authorised Person and shall strictly follow the working procedure set out in the Hot Works Policy and Procedure. At present the trained authorised person in hot works is our Administrator.

2.14. Working Alone

We will identify circumstances where our employees and volunteers work alone, and implement suitable precautions to ensure their safety. We have a separate lone working policy that all those who may be working alone are asked to follow.

2.15. Work Equipment

Any work equipment (including any hand tools) we provide will be suitable, in good condition and properly maintained. Where necessary, some equipment (such as ladders) will be regularly checked to make sure they are safe. We will keep records of any checks we make.

2.16. Display Screen Equipment

Where our employees and volunteers regularly use computers, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

2.17. Digital safety

We have separate WiFi and social media policies to manage the health and safety risk associated with digital safety,

2.18. Church Buildings

We will ensure that the fabric of our buildings is regularly inspected to make sure it is safe. Defects will be repaired as soon as is practicable. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

2.19. Asbestos

We have previously taken steps to identify all asbestos in our building and all known asbestos has been removed. In the event of significant works that may open up previously inaccessible areas we will provide information to those carrying out the works about the limits of knowledge, and arrange for additional testing if appropriate.

2.20. Grounds

We will ensure that boundary walls and gates are kept in good repair. We will have trees inspected by a competent person and have any necessary work carried out to make them safe.

2.21. Construction Work

Where maintenance, refurbishment and restoration work is planned for our church, we will identify what we need to do to ensure the safety of all those concerned before work starts. We will also determine if we have any responsibilities under the Construction (Design and Management) Regulations and comply with these if necessary.

2.22. Contractors

When enlisting employ contractors, we will make sure that they have their own health and safety policy and Public and Employers Liability Insurance by asking to see copies of the relevant documents.

2.23. Gas Fired Equipment

We will ensure that all gas heating systems and equipment is suitably maintained and checked annually by a competent person. Any defects found will be corrected immediately and we will keep records of the checks made.

2.24. Electricity & Electrical Appliances

We will ensure that any electrical system, fixed machine and portable appliance is maintained so as to prevent danger, with periodic PAT testing and fixed wiring inspections in accordance with statutory requirements. Any defective equipment will not be used until it is repaired or replaced. We will keep records of the checks made where appropriate.

2.25. Hazardous Substances

We only use domestic cleaning or horticultural products and petrol. We will ensure that these are stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified.

2.26. Hygiene and Waste Disposal

Facilities for the disposal of hygiene waste – A bin is located in our non-gender specific, accessible toilet. The waste is stored in a professional hygiene bin and is collected regularly by Cathedral Hygiene.(Contract number 96639). Details in the Church Office.