



# Health and Safety

for congregations

## *Documenting your commitment*

### How this guide can help you

The way we care for our employees, volunteers and visitors is an expression of our love for God. Whenever people connect with us they should feel confident they are in a safe and caring environment. If you think health and safety has to be complicated – it doesn't. This guide will make it easier for you and will also help you comply with the law.

#### In this section you will learn

- Why you need a health and safety policy
- How to create a health and Safety policy

#### The practical tools you will find

- A sample health and safety policy

### Why have a health and safety policy?

We can demonstrate our care for others by planning for, and addressing issues that might be harmful. Writing a health and safety policy puts your commitment on paper and shows everyone their health and safety is taken seriously.

- It demonstrates your commitment to health and safety
- It details your goals and objectives
- It helps identify responsibilities for management, staff, visitors and any contractors

### How to write a health and safety policy

Documenting a health and safety policy does not need to be complicated or time-consuming. To help, we have created a template you can download [here](#) and complete. Talk to your staff, contractors and volunteers about your health and safety commitments and document them in the template provided. Once you've developed your policy display it in a prominent location.

Tell everyone about it so they know what they should expect and what is expected of them. Remember to review your policy regularly (say, once a year) to ensure it remains relevant and effective.

### Commit to action

- Download the policy template [here](#)
- Talk with members of your congregation about how you will commit to health and safety
- Document your health and safety commitments in a policy document
- Display your health and safety policy document prominently

