



DURSLEY TABERNACLE URC

Visitor Policy

2019-2022

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RATIFIED BY	Eldership
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NAME OF ORIGINATOR / AUTHOR	Mr Steven Hubbard
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AUDIENCE	All Church Members, Employee, Elders, Trustees, Leaders or Volunteer as well as Partner Organisation and appropriate Contractors.

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Policy Statement

The church welcomes all visitors and our tradition is that during church services the church is open to all. We acknowledge our responsibility to ensure the wellbeing and health and safety of all who visit the church in whatever capacity.

1 RESPONSIBILITIES

Overall Responsibility for Health and Safety in the Church rests with the Minister and Eldership/Trustees of the church who will ensure that arrangements are in place to satisfy health and safety regulations and appropriate Codes of Practice in line with Charity Commission Guidelines. The Church has given specific responsibilities in the fulfilment of its health and safety obligations to its nominated Health and Safety Officer.

The Eldership will ensure that a suitably experienced Health and Safety Office holder is in post, ensure that adequate funds and resources are made available for carrying out this Policy and that the eldership receive suitable reports on health and safety matters.

Need to refine

2 PROCEDURE

Although the welcome team have the primary responsibility of welcoming visitors to the church, all members of the leadership team and church members have a responsibility for ensuring the well-being of all visitors to our premises.

- Ensure that all visitors and contractors are aware of our procedures and policies
- Accompany visitors around the premise if they are unsure where to go
- Inform them of any danger areas or foreseeable risks and ensure they are aware of the nearest fire alarm call points fire exits and assembly points as appropriate;
- Accompany and / or account for visitors and contractors at the fire assembly point in the event of an evacuation of the church premises

3 Sunday Morning

The Duty Elder must be made aware of any danger areas or risks by a member of the Health and Safety Team. In turn the Duty Elder will inform the Welcome team if it is necessary to inform visitors as they attend the church. This risk / danger will be reinforced by the worship leader along with any safety measures.

All group leaders should be aware of the procedures and policies to be adhered to, they should have the responsibility of keeping their group members safe and aware of evacuation procedures in case of emergency. All group leaders must be kept informed of any risks or hazards.

All contractors should be initially accompanied on the premises and made aware of procedures and policies. They should be made aware of any risks and dangers and made aware of fire alarm call points, fire exits and assembly points. It is the responsibility of the lead contractor to take responsibility for ensuring the safety of his team whilst working on the church premises.

The church also has a responsibility to ensure the protection of its members and regular church attendees particularly those that are more vulnerable such as its children and the elderly. If any concerns are raised by the actions or language of visitors this should be raised with a Church Elder.

For other activities it is the responsibility of the organiser to ensure visitors are appropriately looked after.

4 Disabled Visitors

The church endeavours to provide as much access for those with mobility restrictions as possible. However, the church was built at a time before such considerations were made and therefore the church premises is having to adapt to provide suitable access. The church recognises its responsibilities in this area and all new access points will comply with current accessibility regulations, and when areas of the church are refurbished full consideration will be given to the improvement of access.