

**HOLY TRINITY CHURCH, PRESTWOOD
HEALTH AND SAFETY POLICY
(hereinafter referred to as HTP-HSP)
PART 05 ORGANISED MEALS**

VERSION RECORD

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	For Review	John Rolfe-Dickinson	10/07/17	Doreen Clark	21/07/17	Rev Deiniol Heywood	02/08/17

GLOSSARY OF TERMS

Term	Meaning
Church	Holy Trinity Church, Prestwood, the Church Cottage, the Church Hall, the Graveyard and all car parking areas
HTP-HSP	Holy Trinity Church, Prestwood – Health and Safety Policy.
Generic Headings	A word or phrase identifying a general area of activity in the church and adjacent buildings. Examples; Church Cleaning; Marriages; Lone working; etc.
Persons	Any person undertaking activities within the church and/or its adjacent buildings; graveyard and car parks.
PCC	Parochial Church Council who have a general responsibility for the implementation of the HTP-HSP.
Health and Safety Officer (HSO)	The nominated person responsible for ensuring compliance with the HTP-HSP.
Health and Safety Sub-Committee	The group comprising the HSO and others responsible to the PCC for the implementation of the HTP-HSP.
Activities	The various elements required to undertake the general area of activity identified in the General Heading. These form the core of the HTP-HSP.
Specific Event	An event that is part of the General Heading but which might also include unique Additional Activities.
Additional Activities	As defined in Activities but additional to them where required by a Specific Event.
Risk Assessment	A template based analysis of the activities to identify Hazards and Risks. Where Additional Activities are identified for a Specific Event an additional analysis is undertaken to identify Hazards and Risks associated with these.
Required Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks.
Additional Required Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks.
Recommended Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.
Additional Recommended Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.

1. PURPOSE OF THIS PART 05 ORGANISED MEALS

The purpose of this Part 05 Organised Meals of the HTP-HSP is to identify the extent of Activities associated with this Generic Heading. It also identifies the persons who are likely to be associated with these Activities and who should, therefore, comply with the requirements of this section of the HTP-HSP. These are included in Section 2 SCOPE below

In Section 3 RISK ASSESSMENT it provides outline details of the Risk Assessment undertaken but does not include the actual Risk Assessment document. Details of the Risk Assessment are provided to allow persons to access it if required.

The Health and Safety Policy derived from the Risk Assessment is included in Section 4 of this document which must be complied with by all associated with the Activities identified. Section 5 lists the Required and Recommended Actions necessary to ensure compliance with Part 05 of the HTP-HSP.

2. SCOPE OF PART 05 OF THE HTP-HSP

2.1. Activities deemed to be included

A review of Organised Meals has identified a number of Activities that are associated with this Generic Heading. It is recognised that this may not be all-inclusive. Persons who are involved are, in specific cases, recommended to make their own assessment in order to identify any Additional Activities that need to be considered in the context of the HTP-HSP.

2.2. Significant Additional Activities

If any Additional Activities, identified as described in Section 2.1, are deemed to be significant they shall be advised to the Health and Safety sub-group of the PCC for consideration. As required a further Risk Assessment of these Additional Activities shall be undertaken and the resultant Required and Recommended Actions advised to the Persons involved.

2.3. Persons likely to be affected

A review of Organised Meals has identified a number of Persons who are likely to be associated with this Generic Heading. These Persons are those who must comply with the HTP-HSP by adherence to the Required Actions and consideration of the Recommended Actions. They should also act in a manner consistent with the HTP-HSP in respect of any identified additional Activities. Where significant Additional Activities have been identified and reviewed as described in Section 2.2 Persons shall comply with any resultant Additional Required or Recommended Actions.

The Persons identified are:

- SEARCH

As a general principle, organised meals are managed by the Church group SEARCH and this Part 05 Organised Meals is, primarily, directed to their activities. It is, however, recognised that there may be informal help from other Persons at the actual event and it is not realistic to include for this ad-hoc situation. It is anticipated that such help will be managed by members of SEARCH or by individuals own common sense.

3. RISK ASSESSMENT

3.1. Risk Assessment details

3.1.1. Reference and Date

The Risk Assessment Reference is 05-RA-2017 01 dated 02/08/2017.

3.1.2. Assessed Activities and associated Risks and Hazards

The identified Activities relate to:

- use of familiar and unfamiliar cooking facilities depending on the venue of the event
- the provision of cooked foods at these organised events
- issues in common with those included in Part 04 Cooking Facilities of the HTP-HSP

There is much in common between this Part 5 Organised Meals and Part 4 Cooking Facilities of the HTP-HSP. The main differences are:

- use of cooking facilities at venues other than the Holy Trinity Church Prestwood site and
- the provision of meals

For this reason, it is strongly recommended that Part 4 Cooking Facilities of the HTP-HSP is referred to when consulting this Part 05.

3.1.3. Conclusions

The identified risks and hazards analysed in the Risk Assessment have demonstrated the need for Required and Recommended Actions as tabulated in Section 5 of this part of the HTP-HSP.

4. HEALTH AND SAFETY POLICY - PART 05 OF THE HTP-HSP

This Part 05 Organised Meals has much in common with Part 04 Cooking Facilities in respect of usage of cooking facilities for the production of refreshments. However, this Part 5 is intended specifically to relate to the provision of meals at Holy Trinity Church, Prestwood but also at other venues in the area where demand requires.

This distinction means that the use of cooking facilities might be at a venue unfamiliar with the proposed users and, therefore, familiarisation is required. The other distinction between this and Part 04 is that food has to be prepared at these venues or in the homes of volunteers and brought to the venue for reheating or for keeping warm.

These two distinctions add further potential hazards/risks to those identified in Part 04 of the HTP-HSP.

It is likely that Ecclesiastical Insurance – HTP Insurers - will require an event specific Risk Assessment to be undertaken. This assessment will have to be prepared by those organising the event – the venue owners. Such a Risk Assessment should be seen as a complement this Part 05 of the HTP-HSP.

If the event is held at HTP then this Risk Assessment will be prepared by HTP – probably using the one attached to this Part 05 of the HTP-HSP and modified if required.

If the event is held elsewhere then SEARCH, and any other HTP helpers, should make themselves aware of the additional Risk Assessment and ensure their compliance with it.

5. ACTIONS

5.1. Compliance with Health and Safety Policy

In order to comply with the HTP-HSP a number of Required and Recommended Actions have been identified in the Risk Assessment. These Required and Recommended Actions are set out below.

5.2. Required Actions

Table 1 below lists the Actions that have been identified in the Risk Assessment that are required by all who are involved in these Activities.

Table 1 Required Actions

<ol style="list-style-type: none">1. First Aider to be in attendance during any use of cooking facilities2. Users to be familiar with, or be instructed in, usage of the equipment at Other Venues3. Users to familiarise themselves with Fire Risk requirements in Other Venues4. For cooked/reheated food use food cooking thermometer5. Refer to Part 04 COOKING FACILITIES of the HTP-HSP6. Refer to Part 09 General Fire Risk of the HTP-HSP7. If the event is held at HTP - prepare an event specific Risk Assessment8. If the event is held elsewhere – ensure that an event specific Risk Assessment has been prepared and comply with it's requirements.9.

5.3. Recommended Actions

Table 2 below lists the Actions that have been identified in the Risk Assessment that, because of practical reasons, are not required by all who are involved in these Activities. However, if proved to be practical in a specific event, the listed actions in Table 2 are recommended to reinforce or supplement the Required Actions listed in Table 1.

Table 2 Recommended Actions to reinforce or supplement Required Actions

<ol style="list-style-type: none">1. None2.
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