

**HOLY TRINITY CHURCH, PRESTWOOD  
HEALTH AND SAFETY POLICY  
(hereinafter referred to as HTP-HSP)  
PART 10 CAR PARK MANAGEMENT**

**VERSION RECORD**

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	APPROVED	John Rolfe-Dickinson	02/08/17	David Page	17/08/17	Rev Deiniol Heywood	20/09/17

### GLOSSARY OF TERMS

<b>Term</b>	<b>Meaning</b>
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 10 CAR PARK MANAGEMENT

The purpose of this Part 10 Car Park Management 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 10 of the HTP-HSP.

## 2. SCOPE OF PART 10 OF THE HTP-HSP

### 2.1. Activities deemed to be included

A review of Car Park Management 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 Car Park Management 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:

- Car Parking supervisor
- Assistants at each event requiring Car Park Management

### **3. RISK ASSESSMENT**

#### **3.1. Risk Assessment details**

##### **3.1.1. Reference and Date**

The Risk Assessment Reference is 10-RA-2017 01 dated 17/08/2017.

##### **3.1.2. Assessed Activities and associated Risks and Hazards**

The identified Activities relate to:

- Forward Planning for an event
- On the day management of arrivals
- On the day management of departures

##### **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 10 OF THE HTP-HSP**

This Part 10 – Car Park Management of the HTP-HSP is limited to the management of car parking during specific events, for example, weddings, funerals, evening concerts etc. It is not intended to cover routine parking during the week or parking during attendance of Church services.

At Holy Trinity Church, Prestwood car parking is provided between the Church, Church Hall and Church Cottage. There are 22 allocated spaces including 2 disabled parking spaces adjacent to the Lych Gate. Additional parking is provided in an area adjacent to the Vicarage accessed via the narrow road serving residential properties beyond the graveyard. This overflow parking provides approximately 24 spaces.

At events in the Church and adjacent properties it is likely that the normally used front car park might be inadequate and that the overflow car park has to be used. In addition, the dedicated disabled spaces have to be reserved for that purpose and an appreciation of additional disabled spaces is helpful to reserve other spaces close to the Lych Gate for that purpose.

On order to manage the parking both for before and after such events it is important to have a plan to limit the risk of accidents, either collisions or injury to pedestrians. A dedicated team of individuals is, therefore required to manage the parking under a nominated leader.

All members of the team should be provided with Hi Vis protective clothing to mitigate personal risk and, when required, torches.

### **5. ACTIONS**

#### **5.1. Compliance with Health and Safety Policy**

In order to comply with the HTP-HSP several 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"><li>1. Nominate a supervisor to have overall control of the parking strategy and management on the day</li><li>2. Determine numbers required to control traffic and where they should be located</li><li>3. All members of management team to wear Hi Vis and, when necessary, supplied with torches</li><li>4. If assessed overall car numbers exceed car parking space capacity determine, if necessary, other options available.</li><li>5. Demarcation of Disabled Parking spaces in advance of the event. All traffic management team members to be aware</li><li>6. Determine how traffic management team will intercept incoming traffic to required parking spaces</li><li>7. Traffic Management Team members to attend at least 1 hour before event to ensure all set-ups in place</li><li>8. Ensure that all lighting at, and between, the car parks and to the venue(s) is switched on after dark</li><li>9. Dedicated traffic management team members to provide assistance with individual parking and ensuring pedestrians safely leave the area of parking</li><li>10. Dedicated traffic management team members to ensure pedestrians safely arrive at the area of parking. Provide assistance to drivers to ensure safe departure from the parking areas</li><li>11. Remove all physical barriers used in the car parking management scheme</li><li>12.</li></ol>
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## 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"><li>1. If available, team members to be supplied with means of communication with others to ensure smooth safe operation of parking</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li><li>6.</li><li>7.</li><li>8.</li></ol>
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