

**HOLY TRINITY CHURCH, PRESTWOOD
HEALTH AND SAFETY POLICY
(hereinafter referred to as HTP-HSP)
PART 00 GENERAL PRINCIPLES**

VERSION RECORD

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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.
Responsible Person	The Person who is nominated to be responsible for the management of a particular Event of Activity.

1. PURPOSE OF THIS PART 00 GENERAL PRINCIPLES

The purpose of this Part 00 General Principles of the HTP-HSP is to identify the need for the adoption and implementation of a Health and Safety Policy at Holy Trinity Church, Prestwood. This includes details of the Organisational Structure required to identify the responsibilities of various parties within the Church and the way in which the Health and Safety Policy is managed and monitored.

It sets out the details of the structure of the Health and Safety Policy and the way it must be implemented and adhered to by those Persons affected by the various Activities undertaken on behalf of the Church.

It also identifies the review programme of the HTP-HSP required to keep the Policy dynamic reacting to changing circumstances if any – see Section 3.5 below.

2. THE HOLY TRINITY CHURCH, PRESTWOOD HEALTH AND SAFETY POLICY HTP-HSP

2.1. Structure of the HTP-HSP

The HTP-HSP is compartmented into Parts which are intended as a “One-Stop-Shop” under a number of Generic Headings. This is intended to make the implementation of the HTP-HSP by those involved in particular Activities simpler. However, inevitably, there are a number of instances where cross reference to another part(s) will be required but these are clearly flagged up. For example, Church cleaning might include some working at heights. Because of the significance of the latter it is included as a separate part and so a cross reference in Church Cleaning is required.

The Parts of the HTP-HSP are:

Part Reference	Generic Heading	Short Name
Part 00	General Principles	General Principles
Part 01	Normal Sunday Services	Normal Sunday Services
Part 02	Services with congregational candles - Candlemas, Easter Eve, Christingles, etc.	Services with Congregational Candles
Part 03	Baptisms/Weddings/Funerals	Baptisms/Weddings/Funerals
Part 04	Use of the cooking facilities	Cooking Facilities
Part 05	Organised meals – Prestwood on Sea, Harvest lunch etc.	Organised Meals
Part 06	Lone Working in any church location	Lone Working
Part 07	Church Cleaning	Church Cleaning
Part 08	Working at heights – internal and external	Working at Heights
Part 09	General Fire Risk	General Fire Risk
Part 10	Car parking management in both car parks	Car Park Management
Part 11	Churchyard Maintenance	Churchyard Maintenance
Part 12	Children’s Church	Children’s Church
Part 13	Youth Fusion Group	Youth Fusion Group
Part 14	School Club	School Club
Part 15	Toddler Thursday Playgroup	Toddler Thursday Playgroup
Part 16	Sparks Club	Sparks Club

Parts 17-20	Left blank for future additions	
Part 21	Employment of external contractors to undertake work	Employment of External Contractors
Part 22	Use of Church and other facilities by External Users	External users
Part 22a	Use of Church and other facilities by External Users	External users (abridged)

2.2. Risk Assessments

Risk Assessments are an analytical tool for testing individual Activities associated with each of the Generic Headings listed above against identified Hazards and Risks. Where the assessment indicates that the Risk is unacceptable then Actions and/or Recommended Actions are identified to eliminate or mitigate that Risk. These Actions are tabulated into the relevant Part of the HTP-HSP.

The Risk Assessments are not bound into the HTP-HSP but are stored for future reference and for use in reviews by the Health and Safety Sub-Committee and the HSO.

3. WHY A HEALTH AND SAFETY POLICY?

3.1. Safeguarding

The Safeguarding Handbook, published by the Diocese of Oxford, provides a far-reaching guidance on the subject of the protection of children and vulnerable adults within the Church. Under the heading of parish safeguarding responsibilities there are recommendations for the adoption and implementation of a Health and Safety Policy in the individual parishes based on, and supported by, Risk Assessments. The intention is to provide a consistent approach to Activities within the Church and any buildings owned and operated by the Church to ensure that, as far as is practicable, Persons are rendered safe from harm whilst undertaking these Activities.

The Safeguarding Handbook provides direction to the Ecclesiastical Insurance website where guidance is provided in respect of Health and Safety Policy.

3.2. Ecclesiastical Insurance

It is implicit in the Ecclesiastical Insurance Guidelines that Churches are responsible for the Health and Safety of all people working for, and visiting, the Church. By definition this requires that a Health and Safety Policy be implemented that sets out the intentions of the Church in this regard.

3.3. Regulatory

Where people are employed by the Church, whether directly or under contract, the Church takes responsibility as an Employer under duties prescribed in the Health and Safety at Work etc., Act 1974.

3.4. The Christian, Human and Moral Imperative

“All people have a right to assume that they will return to their home free from harm at the end of their day.” This, or similarly worded mantras, provide an imperative on them and others to ensure that, in carrying out their tasks, they are rendered safe from harm.

3.5. General Statement of Intent

The Rector and PCC are committed to achieving high standards of Health and Safety performance throughout all Church Activities. This commitment is afforded to all employees, volunteers, congregational members and those who may be affected by the Church's Activities such as external contractors and any other visitors to the premises.

In order to achieve this the Rector and PCC ensure that, so far as is reasonably practicable, the Health, Safety and Welfare of all members of the church congregation, contractors, visitors and others who may visit the church and churchyard will be protected.

The PCC, as the collective body representing the Church, accept all Regulatory, Diocesan Christian, Human and Moral responsibilities as identified in Sections 3.1 – 3.4 above.

3.6. Dynamic Document

The HTP-HSP is a dynamic document that will be amended, added to or deleted from as appropriate responding to changing circumstances.

As a minimum, the whole of the HTP-HSP will be reviewed by the Health and Safety Sub-Committee – see Section 4.4 below – every year and, subject to the approval of the Rector and PCC, will be reissued.

Further, if experience in the usage of any part of the HTP-HSP demonstrates a need, amendments, additions or deletions will be made to the appropriate parts of the HTP-HSP during interim periods between the annual reviews. Subject to the approval of the Rector and PCC, these amended parts will be reissued.

3.7. Audit Trail

In order to ensure that the current version of any part of the HTP-HSP is used an audit trail of all amendments is recorded in the Version Record on the front cover of each Part of the HTP-HSP. The referencing of updated parts is also included in the Header and Footer of each page of each Part of the HTP-HSP.

4. ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES

4.1. Organisational Structure

The Rector, with the PCC, are ultimately responsible for the implementation, management and monitoring the performance of the HTP-HSP. They have the opportunity to delegate parts of this responsibility to a Health and Safety Sub-Committee which is accountable to the Rector and the PCC in respect on any of these delegated responsibilities.

4.2. The Rector

The Rector has an overall responsibility for ensuring that the HTP-HSP is implemented.

4.3. The PCC

The PCC have overall responsibility for the day-to-day detail of the implementation of the HTP-HSP and ensuring that the individual elements of the policy are adhered to by Persons who are undertaking part in Activities.

4.4. Health and Safety Sub-Committee - Delegated

The Health and Safety Sub Committee has a delegated responsibility from the Rector and the PCC to monitor the operation of the HTP-HSP to ensure ongoing compliance. It is responsible

for reporting back to the Rector and the PCC on any issues arising from the implementation of the HTP-HSP including:

- non-compliance and how dealt with,
- matters arising which might require amendments/additions,
- reporting the outcome of any reviews undertaken of the HTP-HSP to the Rector and the PCC.

It also has to seek approval from the Rector and PCC for any amendments to the HTP-HSP before formal approval is sought for the reissue of any or all of its parts.

4.5. Health and Safety Officer

The Health and Safety Officer (HSO) is nominated by the Rector, the PCC and the Health and Safety Committee to ensure that the Required and Recommended Actions are undertaken to ensure the safety of all Persons involved in them.

The HSO is also responsible for monitoring and reviewing the Health and Safety Risk Assessments which form the basis of the HTP-HSP. In addition, the HSO ensures that, when further Activity specific RAs are required, these are undertaken, recorded and incorporated into any documentation, as appropriate, for undertaking the specific activities.

The HSO has to be familiar with all matters relating to Health and Safety and to assist others involved in ensuring that Health and Safety is given priority status in all matters relating to Activities undertaken on behalf of the Church.

The HSO is also responsible for ensuring that the PCC undertake all routine inspections of infrastructure in and around the Church if, as and when, required.

4.6. All Persons involved in Activities for the Church

Each and every Person involved in any Activity for the Church has an individual responsibility for their own Health and Safety welfare and they must not take part in any unsafe or unhealthy practices. They shall not undertake any action which is prejudicial to the Health and Safety of any colleagues with whom they are working.

If there is any doubt regarding the Health and Safety aspects of an Activity then the Person(s) should seek advice from the HSO.

The Rector, PCC, the Health and Safety Sub-Committee or the HSO welcomes constructive comment/criticism and/or advice on means whereby the Activity may be made more healthy, safe or more efficient.

5. ACTIONS

5.1. Compliance with Health and Safety Policy

In order to comply with any Part of the HTP-HSP a number of Required and Recommended Actions, identified in the Risk Assessment, are tabulated in that Part – see Section 2.2 above. Typically, these Required and Recommended Actions are as 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

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|----------------|
| 1.
2.
3. |
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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

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| 1.
2.
3. |
|----------------|