

**HOLY TRINITY CHURCH, PRESTWOOD  
HEALTH AND SAFETY POLICY  
(hereinafter referred to as HTP-HSP)  
PART 01 NORMAL SERVICES**

**VERSION RECORD**

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
00-Draft	For Comment	John Rolfe-Dickinson	13/06/07	Gill Hart	16/06/17	Rev. Deiniol Heywood	29/06/17

### 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 01 NORMAL SERVICES

The purpose of this Part 01 Normal Services 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 02 of the HTP-HSP.

## 2. SCOPE OF PART 01 OF THE HTP-HSP

### 2.1. Activities deemed to be included

A review of Normal Services 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 Normal Services 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:

- Celebrant clergy, Servers and other Persons assisting the celebrant clergy
- Church Wardens
- Ministry Teams
- The Congregation

### 3. RISK ASSESSMENT

#### 3.1. Risk Assessment details

##### 3.1.1. Reference and Date

The Risk Assessment Reference is 01-RA-2017 01 dated 29/06/2017.

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

The identified Activities relate to:

- Car Parking \*
- Access to the Church including in darkness
- Candles in the Sanctuary
- Carrying Candles
- Moving furniture
- Setting up the Church on Saturday \*\*
- Services
- Preparing Coffee/Tea etc. and serving hot drinks \*\*\*

\*Please also refer to 10-HSP-CAR PARK MANAGEMENT

\*\*Please also refer to 06-HSP-2017 LONE WORKING

\*\*\*Please also refer to 04-HSP-2017 COOKING FACILITIES

##### 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 01 OF THE HTP-HSP

This most frequent activity within the Church presents a number of potential risks and hazards, most of which are eliminated or mitigated through common sense derived from long traditional attendance.

However, there are a number of specific Activities where particular risks or hazards are attendant during the routine of normal services where good practice is essential to eliminate or mitigate such risks. Some of these particular risks and hazards are specific to the Church service.

However, others are also associated with other Activities covered elsewhere in other parts of the HTP-HSP. These other parts of the HTP-HSP are referred to on Section 3.1.2. It is recommended that reference be made to these for further guidance.

### 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"><li>1. People to park in marked spaces where appropriate. Exits from Hall and Lych Gate not to be blocked. For high attendance services appoint car parking stewards.</li><li>2. Ensure pathways and doorways to be kept clear. If snow clear path if appropriate. If ice put down sand from sand bin.</li><li>3. Access during darkness. Lighting provided. Applying for faculty for lighting from rear car park to reduce this risk</li><li>4. Use of candles in Sanctuary - First Aid box available. Trained First Aiders on site to deal with burns.</li><li>5. Use of candles in Sanctuary - Ensure that Celebrant/Servers are aware of fire extinguishers and fire blanket. Ensure no aisles and doorways are blocked.</li><li>6. Carrying Candles - First Aid box available. Trained First Aiders on site to deal with burns.</li><li>7. Carrying Candles - Ensure that Ministry Teams are aware of fire extinguishers and fire blanket. Ensure no aisles and doorways are blocked.</li><li>8. Moving altar - ensure that there are 2 people in attendance</li><li>9. Moving furniture - do not exceed recommended maximum limit of 25kg per person</li><li>10. Trained First Aiders at 9.30 services. First Aid box &amp; accident book available.</li><li>11. Refreshments - trained First Aiders on site. First Aid box &amp; accident book available.</li><li>12. Refreshments - Ensure children and other vulnerable people are supervised whilst hot drinks are being served</li><li>13.</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. Setting up Church on Saturdays – Refer to 06-HSP-2017 LONE WORKING</li><li>2. Use of kitchen facilities - Refer to 04-HSP-2017 COOKING FACILITIES</li><li>3. Parking management – Refer to 10-HSP-CAR PARK MANAGEMENT</li></ol>
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