

**HOLY TRINITY CHURCH, PRESTWOOD**  
**HEALTH AND SAFETY POLICY**  
**(hereinafter referred to as HTP-HSP)**  
**PART 15 TODDLER THURSDAY PLAYGROUP**

**VERSION RECORD**

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	For Approval	John Rolfe-Dickinson	04/07/2017	Gill Hart	10/07/17	Rev Deiniol Heywood	11/07/17

### 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 15 TODDLERS

The purpose of this Part 15 Toddlers 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 15 of the HTP-HSP.

## 2. SCOPE OF PART 15 OF THE HTP-HSP

### 2.1. Activities deemed to be included

A review of the Toddlers 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 the Toddlers 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:

- The Toddlers
- Leaders
- Parent's, Guardians and Carers

### 3. RISK ASSESSMENT

#### 3.1. Risk Assessment details

##### 3.1.1. Reference and Date

The Risk Assessment Reference is 15-RA-2017 01 dated 11/07/2017.

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

The identified Activities relate to:

- Lack of leaders
- Trips and fall
- Improper use of toys or playthings
- Hazardous equipment and materials
- Fire

##### 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 14 OF THE HTP-HSP

The Toddler's group includes lots of activities for the youngest children including games, physical exercise and making things. Inevitably, there are likely to be accidents resulting from these activities.

Responsibility lies with the Leaders for ensuring that the children are kept in a safe environment whilst in the Toddler's group but they also need to be able to respond to accidents if or when they occur.

This Part 15 of the HTP-HSP is intended, in general terms, to suggest means of eliminating or mitigating the risks and hazards associated with the Youth Group.

### 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. Parents/Guardians/Carers to enter details of any allergies affecting children in their care on the Registry Form</li><li>2. One leader from Church to be present</li><li>3. Parents/Guardians/Carers must be responsible for the children in their care</li><li>4. Parents/Guardians/Carers must be responsible for taking their children to the toilet</li><li>5. The play area to be clearly established and monitored by Parents/Guardians/Carers and Leaders</li><li>6. As appropriate hazards to be identified in the play area; nettles, gravestones, insects etc. and advised before play commences</li><li>7. As appropriate safety ladders shall always be used</li><li>8. Parents/Guardians/Carers to sign the register before they leave each session</li><li>9. Leaders to arrange Fire Drill at least once a term</li><li>10. Leaders to ensure that all Fire Doors are kept unlocked</li><li>11. Leaders must be aware of the location of the First Aid kit and Accident book</li><li>12. Adults must, before use, check the location for the activities for any hazards and remove or give appropriate warnings</li><li>13. Leaders to provide instructions before any activities start</li><li>14. Leaders to give appropriate warnings about use of tools and equipment, e.g. scissors etc. – parents/carers responsible for their children in their use.</li><li>15. Leaders to advise regarding the use of any materials deemed to be hazardous or to find alternative materials</li><li>16. Leaders to ensure against the improper use of any toys, playthings or equipment</li><li>17. Drinks for children to be given in “sippy” cups</li><li>18. Hot drinks for adults must only be prepared in kitchen area</li><li>19.</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. None</li><li>2.</li></ol>
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