

**HOLY TRINITY CHURCH, PRESTWOOD**  
**HEALTH AND SAFETY POLICY**  
**(hereinafter referred to as HTP-HSP)**  
**PART 22 EXTERNAL USERS**

**VERSION RECORD**

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	APPROVED	John Rolfe-Dickinson	27/05/17	Lesley Nicholl	08/06/2017	Rev Deiniol Heywood	19/06/2017

**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 22 EXTERNAL USERS

The purpose of this Part 22 External Users 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 22 of the HTP-HSP.

## 2. SCOPE OF PART 22 OF THE HTP-HSP

### 2.1. Activities deemed to be included

A review of External Users 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 External Users 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:

- Any external organisation, society, club etc., who have contracted with Holy Trinity Church, Prestwood, to make use of the facilities of the Church, Church Hall, Church Cottage, the parking facilities or ground comprising the whole of the Holy Trinity Church, Prestwood, site.

## 3. RISK ASSESSMENT

### 3.1. Risk Assessment details

#### 3.1.1. Reference and Date and

The Risk Assessment Reference is 22-RA-2017 01 dated 19/06/2017.

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

The identified Activities relate to:

- Overall Management of an event by External Users
- Fire Risks
- Car Parking
- Use of Kitchen Facilities
- Use of First Aid 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 22 OF THE HTP-HSP**

**4.1. HTP-HSP**

It is appreciated that External Users such as organisations, societies, clubs, etc. that have applied to use part(s) of Holy Trinity Church, Prestwood buildings and/or facilities for a specific event will be unfamiliar with the layout of the buildings or the facilities that are available. More particularly, they will be unaware of the HTP-HSP and its potential impact on their usage of the buildings and/or facilities.

By separate brochure the External Users will have been made aware of general matters relating to their use of the Holy Trinity Church, Prestwood buildings and/or facilities. This Part 22 of the HTP-HSP is intended to complement the brochure and to summarise those other relevant Parts of the HTP-HSP insofar as they may impact of the External Users' proposed event or activities.

It is anticipated that, in some cases, External users will be using their own Plant and Equipment. In this eventuality, this usage is deemed to be at its own risk. It is, therefore, a requirement that the Operation and Maintenance of this Plant and Equipment is the External User's responsibility. In addition, as appropriate, the Plant and Equipment should be fully insured by them and that such Insurance shall include sufficient Third Party Liability cover.

**4.2. External Users**

It is anticipated that External Users will have their own Health and Safety policies or procedures particular to their own specific activities.

It must be understood that the HTP-HSP must play the primary role in Health and Safety matters in respect of the use of Holy Trinity Church, Prestwood buildings and/or facilities by the External Users. It must also be understood that the External User will have full responsibility for the Operation and Maintenance of their own Plant and Equipment as part of their Activities.

## 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. Nominate a responsible person by the External User to oversee compliance with this Health and Safety policy</li><li>2. Fire - Give advanced notice before start of event of Exit Routes within the building</li><li>3. Fire - Give advanced notice before start of event of Exit Routes within the building for disabled people and children</li><li>4. Fire - Give advanced notice before start of event of nominated Exits from the building</li><li>5. Fire - Give advanced notice before start of event of nominated routes to Collection Point - Main Carpark</li><li>6. Fire - Nomination of a responsible person by the External User to make Emergency call</li><li>7. Fire - Nomination of a responsible person by the External User to locate Fire Extinguishers and to be aware of appropriate usage</li><li>8. Car Parking - Through access on this narrow access road to be maintained at all times</li><li>9. Kitchen Facilities - Ensure familiarity with operation of the kitchen facilities before usage</li><li>10. First Aid - External Users to be made aware of location of First Aid kit(s)</li><li>11. Use of External User's own Plant and Equipment - External User to have, or to prepare, Event specific Risk Assessment for the delivery, establishment and removal of all of their own Plant and Equipment</li><li>12. Use of External User's own Plant and Equipment - The External User to take full responsibility for the Operation and Maintenance of all Plant and Equipment in their ownership</li><li>13. Use of External User's own Plant and Equipment - The External User to take full responsibility for the Insurance of all Plant and Equipment in their ownership including Public Liability cover.</li><li>14.</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. Familiarisation – External User to meet with Holy Trinity Church, Prestwood</li></ol>
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Marketing Manager or other nominated representative.

2. Car Parking – If possible, nominate a responsible person(s) by the External User to manage parking facilities. Nominated Persons to be equipped with Hi-Vis jackets> HTP to provide its expectation in regard to parking.
- 3.