

**HOLY TRINITY CHURCH, PRESTWOOD
HEALTH AND SAFETY POLICY
(hereinafter referred to as HTP-HSP)
PART 02 SERVICES WITH
CONGREGATIONAL CANDLES**

VERSION RECORD

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
O1	APPROVED	John Rolfe-Dickinson	15/06/17	Gill Hart	16/06/17	Rev Deiniol Heywood	29/06/17

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.

1. PURPOSE OF THIS PART 02 SERVICES WITH CONGREGATIONAL CANDLES

The purpose of this Part 02 Services with Congregational Candles 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 02 OF THE HTP-HSP

2.1. Activities deemed to be included

This Part of the HTP-HSP covers the special circumstances where the congregation are invited to hold candles as part of the Normal Service. Typically, these will be at Candlemas, Easter Eve and Christingle services. However, there may be other services where this feature will be included.

A review of Services with Congregational Candles 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 Services with Congregational Candles 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

- Children's Worker (for Christingle Services)
- The Congregation

3. RISK ASSESSMENT

3.1. Risk Assessment details

3.1.1. Reference and Date

The Risk Assessment Reference is 02-RA-2017 01 dated 29/06/2017.

3.1.2. Assessed Activities and associated Risks and Hazards

The identified Activities relate to:

- Use of congregational candles
- Distribution and holding candles
- Lighting and holding candles
- Fire outside the Church

Note that these are additional Activities to those identified in 01-RA-2017 01 linked to Part 01 Normal Services of the HTP-HSP.

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 02 OF THE HTP-HSP

This part of the HTP-HSP comprises special circumstances over and above the Normal Services covered in Part 01 Normal Services of the HTP-HSP. These special circumstances relate to services where the congregation are invited to hold lighted candles during part of, or the whole of, the service or where a fire is lit outside the church door.

There are additional risks and hazards associated with this, particularly with regard to participation by children, and this Part 02 of the HTP-HSP is intended to cover these additional risks and hazards. It is anticipated that parents or carers will have responsibility for ensuring that the children comply with the Required and Recommended Actions set out in Section 5 below.

It must be noted that these Required and Recommended Actions are additional to those Required and Recommended Actions included in Part 01 Normal Services of the HTP-HSP.

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">1. Advice to Congregation before service of fire safety measures.2. Provide extra firefighting equipment: 3 safety stations with fire blanket and sand bucket.3. Ensure that Ministry Team is aware of fire extinguishers and fire blanket.4. Prominent display of Children Society Safety posters.5. Remove kneelers from main church site.6. Ensure no aisles and doorways are blocked.7. First Aid box available. Trained first aiders on site to deal with any burns.8. All children to be supervised by parents/carers.9. No candles to be given to un-supervised children.10. Easter Eve - Ensure the fire is supervised at all times. Have a bucket of water available.11.

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">1. None2.
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