

**HOLY TRINITY CHURCH, PRESTWOOD**  
**HEALTH AND SAFETY POLICY**  
**(hereinafter referred to as HTP-HSP)**  
**PART 03 BAPTISMS/WEDDINGS/FUNERALS**

**VERSION RECORD**

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	For Review	John Rolfe-Dickinson	04/07/2017	Laurel Swayne	13/07/17	Rev Deiniol Heywood	02/08/17

### 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 03 BAPTISMS/WEDDINGS/FUNERALS

The purpose of this Part 03 Baptisms/Weddings/Funerals 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 03 of the HTP-HSP.

## 2. SCOPE OF PART 03 OF THE HTP-HSP

### 2.1. Activities deemed to be included

A review of Baptisms/Weddings/Funerals 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 Baptisms/Weddings/Funerals 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:

- Members of the Verging team
- Church Caretaker
- Other helpers for lifting and moving furniture and road cones

### 3. RISK ASSESSMENT

#### 3.1. Risk Assessment details

##### 3.1.1. Reference and Date

The Risk Assessment Reference is 03 RA-2017 01 dated 02/08/2017.

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

The identified Activities relate to:

- Lifting and moving – furniture and road cones
- Fire risk from candles
- Lighting of Candles at height
- Filling the baptismal font
- Lone working

##### 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 03 OF THE HTP-HSP

It has been identified in the Risk Assessment that the predominant Risks associated with this Part 03 of the HTP-HSP relate to the preparation of the Church for these three special events. This involves:

- the placement and lighting of candles – sometimes at high level in the Reredos
- transportation of additional furniture from the Church Hall and/or Cottage
- the return of this furniture after the particular event
- transporting water from the vestry the full length of the Church to the Baptismal font
- lone working
- setting up road cones in the car park as necessary for the event

Much of these activities are not possible without the assistance of helpers in the lifting of the heavy furniture and the road cones which is beyond the physical capabilities of some of the Verging team.

Equally, the setting up of the Church with heavy candles and the lighting of these is made difficult by the high placement in the Reredos. This involves a limited requirement of Working at Height. It is recommended that anyone likely to be involved in this refers to Part 08 Working at Heights of the HTP-HSP.

Inevitably, the preparations for these events are likely to result in some Lone Working. It is recommended that anyone likely to be involved in this refers to Part 06 Lone Working 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"><li>1. Road Cones in Car Park – to be handled one at a time and assistance sought from anyone available, for example, Ushers for weddings.</li><li>2. Lifting and transporting of furniture – assistance to be sought from the Church caretaker. Alternatively, or in addition to the caretaker, assistance from others to assist in the transportation of all furniture for setting up before, and taking down after, an event.</li><li>3. Lifting and transporting of furniture – under all circumstances ensure that lifting is limited, as far as is practicable, to the recommended maximum load of 25kg.</li><li>4. Transporting heavy candle – careful handling by minimum of two persons and, as appropriate, use of correct step ladders (<u>not furniture</u>) for reaching to heights.</li><li>5. Use of purpose made taper for lighting and snuffing candle from floor level (<u>not from furniture</u>).</li><li>6. Lone working whilst setting up before, or taking down after, an event – refer to Part 06 Lone Working of the HTP-HSP.</li><li>7.</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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