

HOLY TRINITY CHURCH, PRESTWOOD
HEALTH AND SAFETY POLICY
(hereinafter referred to as HTP-HSP)
PART 21 EMPLOYMENT OF EXTERNAL CONTRACTORS

VERSION RECORD

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	Approved	John Rolfe-Dickinson	20/06/17	David Wickham	04/07/17	Rev Deiniol Heywood	12/07/17

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 21 EMPLOYMENT OF EXTERNAL CONTRACTORS

The purpose of this Part 21 Employment of External Contractors 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 21 of the HTP-HSP.

2. SCOPE OF PART 21 OF THE HTP-HSP

2.1. Activities deemed to be included

A review of Employment of External Contractors 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 Employment of External Contractors 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 HTP representatives who normally are responsible for seeking quotations for works from external contractors
- The HTP representatives who may be involved in the management or supervision of works undertaken by an external contractor

3. RISK ASSESSMENT

3.1. Risk Assessment details

3.1.1. Reference and Date

The Risk Assessment Reference is 21-RA-2017 01 dated 12/07/2017

3.1.2. Assessed Activities and associated Risks and Hazards

The identified Activities relate to:

- Confidence in the Contractor
- Ensuring Contractor Insurances and Health and Safety Policy
- Known hazards

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 21 OF THE HTP-HSP

It is recognised that this Part 21 of the HTP-HSP cannot be too prescriptive. By the very nature of what it covers there are several different situations dependent upon the type of work that is being requested from External Contractors.

It is intended, therefore, that this Part 21 of the HTP-HSP will be a "High Level" document. This sets out only the common areas identified to ensure that such works are undertaken in a safe manner and at minimum risk to the Contractors operative. It also establishes that any hazards known by the church is advised to the Contractor along with any documentary evidence, if available.

Whilst not strictly a Health and Safety issue the matter of drawing attention to sensitive parts of the church fabric, stain glass windows, Stations of the Cross etc., should they be at risk as part of the proposed works, is also included.

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. HTP representative to maintain a record of Contractors who have proved satisfactory from previous work. The record to clearly define the general area of experience of each contractor. Where possible seek quotations from Contractors on this list.2. Insurance Requirements - No action required if the Contractor is known to HTP, is on the record referred to above, has provided existing Insurance details, and has worked regularly for HTP in the past.3. Insurance Requirements - If Contractor is new to HTP then seek references and obtain information from Contractor of his Insurance details and whether he operates a Health and Safety policy4. Known Hazards - HTP representative seeking quotation to advise Contractor of any Hazards known that might affect the proposed works.5. Known Hazards - Representative <u>not</u> to advise how these should be deal with.6.
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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">1. HTP Representative to draw the Contractor's attention to sensitive parts of the church fabric; Stain glass windows, Stations of the Cross etc. should they be considered to be at risk arising from the works.2.
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