

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

**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.

## 4. ACTIONS

### 4.1. 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.

### 4.2. 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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### 4.3. 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**

1. Familiarisation – External User to meet with Holy Trinity Church, Prestwood 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.