

**HOLY TRINITY CHURCH, PRESTWOOD  
HEALTH AND SAFETY POLICY  
(hereinafter referred to as HTP-HSP)  
PART 04 COOKING FACILITIES**

**VERSION RECORD**

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	For Review	John Rolfe-Dickinson	10/07/17	Doreen Clark	21/07/17	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 04 COOKING FACILITIES

The purpose of this Part 04 Cooking Facilities 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 04 of the HTP-HSP.

## 2. SCOPE OF PART 04 OF THE HTP-HSP

### 2.1. Activities deemed to be included

A review of Cooking Facilities 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 Cooking Facilities 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:

- Ministry Team
- Members of the Congregation
- External Users

With regard to External Users refer to Part 22 External Users of the HTP-HSP.

### **3. RISK ASSESSMENT**

#### **3.1. Risk Assessment details**

##### **3.1.1. Reference and Date**

The Risk Assessment Reference is 04-RA-2017 01 dated 02/08/2017.

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

The identified Activities relate to:

- Provision of refreshments after Church Services
- Provision of refreshments after meetings
- Provision of refreshments after other unspecified events in the Church

As regards the use of cooking facilities in the Church it is anticipated that this is for the provision of liquid refreshments, i.e. involving no cooking or only cooking in a very limited way using ancillary imported heating rings.

Cooking, or the use of ovens for warming food, may be undertaken in the Church Hall.

##### **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 04 OF THE HTP-HSP**

This Part 04 Cooking Facilities of the HTP-HSP is intended to cover the use of those facilities available on the Holy Trinity Church, Prestwood site, i.e. those in the Church and those in the Church Hall. These facilities differ as:

- those in the church are limited to the heating of water for liquid refreshments and the manufacture of coffee. Occasional use of imported heating rings allows for limited cooking, e.g. pancakes to be undertaken
- those in the Church Hall include ovens to enable cooking, re-warming or keeping warm food as well as the water heating and coffee production

The Part 04 Cooking Facilities of the HTP-HSP is also intended to be limited to the use of cooking facilities on an informal basis for Church use. The use of Cooking facilities on the Church site or at other venues for organised meals, e.g. Pot Lunch, Prestwood on Sea and Harvest lunch is covered elsewhere on Part 05 Organised Meals of the HTP-HSP.

The main areas of hazard and risk relate to scalds and burns and their treatment.

### **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. First Aider to be in attendance during any use of cooking facilities</li><li>2. Users to be familiar with, or be instructed in, usage of the equipment</li><li>3. Children not allowed to use water heater or coffee maker</li><li>4. Where required use of proprietary oven gloves</li><li>5. After cleansing of cooking surfaces, user to be aware of any safeguards such as use of protective gloves</li><li>6. After cleansing of cooking surfaces, use of hand cleanser</li><li>7. When necessary refer to Part 05 Organised meals of the HTP-HSP</li><li>8. When necessary refer to Part 09 General Fire Risk of the HTP-HSP</li><li>9.</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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