

**HOLY TRINITY CHURCH, PRESTWOOD  
HEALTH AND SAFETY POLICY  
(hereinafter referred to as HTP-HSP)  
PART 09 GENERAL FIRE RISK**

**VERSION RECORD**

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	APPROVED	John Rolfe-Dickinson	01/08/2017	Martin Everitt	23/08/17	Rev Deiniol Heywood	28/09/17

### 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 09 GENERAL FIRE RISK

The purpose of this Part 09 General Fire Risk 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 09 of the HTP-HSP.

## 2. SCOPE OF PART 09 OF THE HTP-HSP

### 2.1. Activities deemed to be included

A review of General Fire Risk 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 General Fire Risk 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
- Church Employees
- Church volunteer teams, e.g. Verging Team, Cleaning Team etc.
- The Congregation
- Church Visitors
- External Users of the church and its facilities, e.g. Pre-School, External Hirers for events etc.

### 3. RISK ASSESSMENT

#### 3.1. Risk Assessment details

##### 3.1.1. Reference and Date

The Risk Assessment Reference is 09-RA-2017 01 dated 23/08/2017.

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

The identified Activities relate to:

- Fire Prevention measures
- Knowledge of installed firefighting equipment
- Emergency egress from buildings
- Calling Emergency Services

##### 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 09 OF THE HTP-HSP

Since 1<sup>st</sup> October 2006 the law affecting fire safety has changed. Various and diverse regulations affecting this matter were collated into the new Law – “Regulatory Reform (Fire Safety) Order, 2005”. [http://www.legislation.gov.uk/ukxi/2005/1541/pdfs/ukxi\\_20051541\\_en.pdf](http://www.legislation.gov.uk/ukxi/2005/1541/pdfs/ukxi_20051541_en.pdf)

This Law now covers all buildings except private homes. The significance of this is that Churches, previously exempt from Fire Regulations, are now required to comply with the new Law. In the case of Holy Trinity Church, Prestwood, this means that the Church, Church Hall and Church Cottage have to be compliant with the new Law whereas the Rectory does not.

The new Law defines a “Responsible Person” who has a duty to provide for the safety of:

- Persons employed on the premises and
- Persons, other than employees, who may visit the premises.

The Law states that the Responsible Person is not an appointment to be made at the Churches discretion or be a voluntary role. The Responsible Person has that role as a point of fact by virtue of the position and status he/she occupies. It also states that the legal responsibility of the Responsible Person cannot be delegated.

Using a prescribed method of defining who the Responsible Person in the Act it is clear that, in the case of Holy Trinity Church, Prestwood, the Responsible Person is the Employer meaning, collectively, the PCC.

The Responsible Person is legally responsible for making the Risk Assessment which forms the basis of the Required Actions in Section 5 below.

Other requirements of the Responsible Person are:

- Appoint one or more Competent Persons to assist in the day-to-day arrangements, supervision and monitoring. Their duties include; precautions; fire drills and firefighting arrangements
- Provide all necessary information to Employees and others and provide appropriate training.

There are a number of Government Guideline documents relating to the new Law including:

- A Short Guide to Making your Premises Safe from Fire.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14879/making-your-premises-safe-short-guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14879/making-your-premises-safe-short-guide.pdf)
- Fire Safety Assessment: Small and Medium Places of Assembly.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/422195/9294\\_Small\\_Mediumt\\_v2.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/422195/9294_Small_Mediumt_v2.pdf)

## 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**

1. Holy Trinity Church, Prestwood to comply with the "REGULATORY REFORM, ENGLAND AND WALES. The Regulatory Reform (Fire Safety) Order 2005".
2. Holy Trinity Church, Prestwood to appoint Responsible Person – the PCC.
3. Holy Trinity Church, Prestwood to adhere to Government Guideline "FIRE SAFETY RISK ASSESSMENT: SMALL AND MEDIUM PLACES OF ASSEMBLY.
4. Holy Trinity Church, Prestwood to complete Risk Assessment and Review at regular intervals using the Ecclesiastical Insurance pro-forma Fire Risk Assessment.
5. Flammable substances, e.g. candles, candle oil, etc. must be stored remotely from any source of ignition. Sources of ignition include, for example, boxes of matches, cigarette lighters, electrical equipment and switches (sparks) or any other spark inducing situations (e.g. metal striking stone). Storage of bulk candle oil to be stored in the garage in the graveyard
6. Ministry Team and/or Event Organiser to familiarise themselves with the location of the Fire Fighting Equipment. With particular regard to Fire Extinguishers, the operation and application of each must be understood.
7. Additional Fire Prevention measures to be used during Services with Congregational Candles. These include, e.g. sand buckets and water buckets.
8. Person to be delegated to call Emergency Services. Delegated Person to be provided with location of the Church including the Post Code.
9. Fire Fighting equipment to be checked in accordance with supplier's recommendations.

10. Fire drills to be held at regular intervals to familiarise Church property attendees of emergency exits and escape route to Safe Collection Point.
11. Congregation and/or attendees to events to be given advice of emergency exits and escape route to Safe Collection Point.
12. Escape routes to be determined which must be kept clear at all times.
13. Emergency exits to be identified and indicated by standard "running person" illuminated or luminous EMERGENCY EXIT signs.
14. Particular attention to ensure that Escape routes and Emergency Exits enable rapid egress at all times.
- 15.

### 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**

1. None
- 2.