

APCM Health and Safety Report 2025 26 Holy Trinity Bembridge

The Health and Safety Year (Apr2025 to Mar 2026)

Accidents and Incidents There have been 3 accidents on HRB properties in the reporting period.

On 08/07/2025 a lady tripped and fell in the south aisle of Holy Trinity and sustained a broken hip. She was taken by ambulance to St Mary's. This was a notifiable accident under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). I received a call from Matthew Northard, Senior Environmental Health Practitioner, Environmental Health, Isle of Wight Council, who follow up RIDDOR reports from churches on behalf of the Health and Safety Executive (HSE). It was agreed with the Mr Northard that no further action was required in this case.

On 05/08/2025 a lady was injured when a parasol was blown over in a strong wind gust in the Cloisters garden. The accident was investigated and HT0038 Procedure for the Use of Parasols was produced.

On 04/11/2025 a lady collapsed in the Cloisters kitchen. She was taken to by ambulance to St Mary's. The hospital conducted a series of tests and did not find anything serious from those tests; the lady was discharged to her home.

All the victims are reported to have made a full recovery.

Monthly H&S inspections of Holy Trinity church the Cloisters and St Luke's continue there are no serious H&S issues in the buildings.

Wight Fire continue to test and maintain our fire alarm and fire-fighting equipment, which is all in serviceable condition.

Fire Risk Assessment has been conducted for each of our buildings. The churchwardens organised a thorough "spring clean" of our properties which has reduced the risk of fire considerably.

Emergency Evacuation. Sides persons have been trained for the changed seating arrangements in the south aisle. There was a practice evacuation on Sunday 14th December 2025 The "All Clear" was established within 2 minutes and 37 seconds.

Non Worship Use of HTB properties. People chairing/holding meetings/events in any of the HTB properties are required to complete and document a Risk Assessment prior to the event and return it together with the Hire documents to HTB office. (Document HT0002 General Arrangements for Health and Safety 20256 Appendix B contains a blank form. This document can be found on the notice board in each

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building.) Event organisers are reminded to familiarise themselves with the fire arrangements and be prepared to take the lead in the event of a fire or other emergency that requires the building to be evacuated. Fire evacuation plans are posted on the relevant notice boards.

Health and Safety Documents. In line with our policy, I have reviewed our library of H&S documents, (HT0031 The Cloisters Team document needs to be updated) and those that are no longer relevant have been withdrawn. The remaining documents are shown in the table below. However, anyone wishing to see any document should contact me by email and I will send you an electronic version.

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The updated Health and Safety Policy (Document HT0001 Health and Safety Policy Statement 2026 a accompanies this report.) This document should be signed by the Incumbent and Churchwardens and displayed in each of our buildings. Documents relating to General Arrangements for Health and Safety, the Generic Risk Assessment, and the Lone Working Policy, have been updated and will be displayed on notice boards following this meeting.

Pete Myatt

H&S Officer April 2026

Holy Trinity H&S Documents Index

| Number | Document | Issue | Review | Review Frequency | Review Date |
|--------|--|--------|------------|------------------|-------------|
| HT0000 | Holy Trinity H&S Documents Index | N/A | 01/02/2026 | N/A | N/A |
| HT0001 | Health and Safety Policy Statement 2026 | Apr-26 | 19/04/2026 | A | Apr-27 |
| HT0002 | General Arrangements for Health and Safety | 10 | 19/04/2026 | A | Apr-27 |
| HT0003 | Generic Risk Assessment | 10 | 19/04/2026 | A | Apr-27 |
| HT0004 | Lone Working Policy | 8 | 19/04/2026 | A | Apr-27 |

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|-------------------|---|-------------------------|-----------------------|---------------|---------------|
| HT0005 | Procedure Pastoral Visits | 7 | 10/05/2025 | A | Apr-27 |
| HT0006 | Cloisters Meetings Building Maintenance RAMS | 5 | 01/05/2021 | Q | DW |
| HT0007 | St Luke's Funeral Service RAMS | 2 | 09/01/2021 | Q | DW |
| HT0008 | Holy Trinity Funeral Service RAMS | 1 | 05/02/2021 | Q | DW |
| HT0010 | Holy Trinity Cloisters Grounds Maintenance Generic RAMS | 4 | 17/04/2025 | 2A | Apr-27 |
| HT0011 | Holy Trinity Gardening Risk Assessment | 2 | 17/02/2021 | 2A | DW |
| HT0012 | Holy Trinity Public Worship RAMS | 6 | 01/05/2021 | Q | DW |
| HT0013 | Holy Trinity Private Prayer RAMS | 2 | 09/01/2021 | Q | DW |
| HT0014 | HT Public Worship Plan (Covid 19) | 2 | 21/12/2020 | Q | DW |
| HT0015 | Holy Trinity Ride and Stride 2020 RAMS | 1 | 07/09/2020 | After event | DW |
| HT0016 | Holy Trinity Bembridge Covid 19 Test and Trace Procedure | 1 | 07/10/2020 | A | DW |
| HT0017 | Trinity Church Mice Risk Assessment | 8 | 17/09/2025 | A | Sep-26 |
| HT0018 | HT Emergency Evacuation Procedure for School Services | 6 | 27/04/2025 | 2A | Apr-27 |
| HT0019 | Holy Trinity Building Maintenance Procedure | 4 | 27/04/2025 | 2A | Apr-27 |
| HT0020 | Emergency Evacuation Plan Jan 2025 | 5 | 15/12/2025 | 2A | Dec-27 |
| HT0021 | Covid 19 Precautions March 2023 | 3 | 23/04/2023 | A | DW |
| HT0022 | Annual Fire Risk Assessment 2026 | 6 | 09/03/2026 | A | Mar-27 |
| HT0023 | Emergency Evacuation Procedure for a concert in the church | 2 | 27/04/2025 | 2A | Apr-27 |
| HT0024 | The Cloisters Information for Hirers | 3 | 27/04/2025 | 2A | Apr-27 |
| HT0025 | Holy Trinity Clock Tower Access Risk Assessment | 4 | 27/04/2025 | 2A | Apr-27 |
| HT0026 | Assessment of risks to the HTB Estate | 3 | 27/04/2025 | 2A | Apr-27 |
| HT0027 | Holy Trinity Estate RA & EP Pro-forma | 2 | 27/04/2025 | 2A | Apr-27 |
| HT0028 | Risk Assessment Example | 2 | 27/04/2025 | 2A | Apr-27 |
| HT0029 | Emergency Evacuation Plan Festivals | Under Review | 24/03/2023 | 2A | DW |
| HT0030 | Safety Checklist Blanks | 3 | 27/04/2025 | 2A | Apr-27 |
| HT0031 | The Cloisters Team | Under Review | 24/08/2023 | 2A | Aug-25 |

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|--------|--|---|------------|----|--------|
| HT0032 | Holy Trinity Bembridge Client Health and Safety Form CDM | 1 | 27/04/2025 | 2A | Apr-27 |
| HT0033 | Holy Trinity Organisation Cloisters Risk Assessment | 1 | 01/02/2026 | 2A | Jan-28 |
| HT0034 | Holy Trinity Organisation Church Risk Assessment | 1 | 01/02/2026 | 2A | Jan-28 |
| HT0035 | Community Organisation Cloisters Risk Assessment | 1 | 01/02/2026 | 2A | Jan-28 |
| HT0036 | Community Organisation Church Risk Assessment | 1 | 01/02/2026 | 2A | Jan-28 |
| HT0037 | Organisation Risk Assessment Procedure | 1 | 01/02/2026 | 2A | Jan-28 |
| HT0038 | Procedure for the Use of Parasols | 1 | 11/08/2025 | 2A | Aug-27 |
| HT0039 | Holy Trinity Church - Home Group Risk Assessment | 1 | 13/08/2025 | 2A | Aug-27 |
| HT0040 | Safety Officer PCC Report | 1 | 27/11/2025 | 2A | Nov-27 |

DW - Document Withdrawn

See also attached - HT0001 Health and Safety Policy Statement 2026