

Bures Joint Cemetery Authority Health and Safety Policy

1. Bures Joint Cemetery Authority understands and is committed to meeting its responsibilities as an employer under section 2 of the Health and Safety at Work etc. Act 1974, and to the public, volunteers and contractors under section 3 of the Act. The Authority is further committed to ensuring that Health and Safety is a prime consideration in the delivery of its services and the management of its assets.
2. This policy sets out the general principles and approach that the Authority will follow in respect of Health and Safety legislation for premises and activities for which it is responsible.

Scope of the policy

3. The Cemetery Authority aims to protect the health, safety and welfare of employees, contractors, residents and members of the public within its area, who may be affected by the Authority's activities.
4. The Cemetery Authority will ensure that any buildings and amenities belonging to the Authority are properly managed by the Authority.
5. Members are required to take reasonable care of their own Health and Safety when carrying out duties on behalf of the Cemetery Authority.
6. Members and any employees will be provided with such information, training and supervision, as they need to safely carry out their role.

The Cemetery Clerk

7. The Cemetery Clerk works from home and she is responsible for ensuring that she works in a safe working environment.
8. This includes observing the legal recommendations for safe handling, the use of computer equipment, and workstation design.
9. Any issues should be raised with the Authority who are responsible for the workplace. The Cemetery Authority will ensure that any contractors or volunteer workers employed to carry out work on behalf of the Authority have adequate and appropriate Public Liability insurance.

Council Safety Officer

10. The Clerk, as the appointed Safety Officer will:
 - Assume the day to day responsibility of ensuring the safety policy is reviewed, maintained, regularly reviewed and adhered to.
 - Ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the Minutes.

- Make effective arrangements to ensure those contractors or voluntary helpers working for the Cemetery Authority comply with all reasonable Health and Safety at Work requirements. All contractors will be given a copy of the Authority's Health & Safety at Work Policy.
- Maintain a record of notified accidents.
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
- Act as the contact and liaison point for the Health and Safety Inspectorate and obtain specialist technical advice and assistance on matters of Health and Safety where necessary.

Contractors, Employees and Volunteer Workers

11. Contractors and volunteer workers will report to the Clerk or any nominated Member any hazard or situation encountered during their work, which may affect members of the public.
12. Employees, Contractors and Volunteers should:
 - Seek advice on safety and health matters from the Clerk.
 - Make proper use of protective clothing and safety equipment provided.
 - Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice.
 - Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or re-occurrence of incidents.
13. Employees and volunteers are reminded that they have a duty to care for their own safety and that of other workers and other persons who might be affected by their activities and to co- operate with the Authority so as to enable it to carry out its own responsibilities successfully. The final level of responsibility is, however, that of each and every individual.
14. A copy of this statement will be issued to all Authority employees and members. It will be revised, added to or modified from time to time.

Environment

15. The Cemetery Authority will ensure that, as far as possible, the Parish remains a safe and pleasant environment for its residents.
16. The Cemetery Authority will obtain specialist technical and Health and Safety advice for any projects or pieces of work outside the scope of its expertise.
17. The Cemetery Authority will ensure that any work activities carried out on its behalf do not unreasonably jeopardize the Health and Safety of the general public.

Risk assessment

18. The Cemetery Authority will carry out risk assessments of its activities and review them regularly. The Authority will set up and monitor policies and procedures to reduce any risks that are identified.

Insurance

19. Local councils are required by law to insure against liability for injury or disease to their employees arising out of their employment. Bures Joint Cemetery Authority has stated its policy on insurance in its Financial Regulations.

Adopted June 2023 - next review May 2024
Bures Joint Cemetery Authority