



DATCHET PARISH COUNCIL

Cemetery Health and Safety Policy

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Policy adopted by resolution	14 th April 2025
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Next Review Date (Review every 5 years or sooner should legislation dictate.)	
Version 1	

Document Revised on	Revision Tracking



1. Purpose

The purpose of this Health and Safety Policy is to ensure that all individuals working at or visiting the cemetery (including staff, contractors, and the public) are aware of the potential hazards and understand the required safety procedures. This policy outlines the health and safety standards necessary to prevent accidents, injuries, and damage to the cemetery grounds.

2. Scope

This policy applies to all employees, contractors, and visitors who are present on the cemetery premises. This includes but is not limited to grounds maintenance staff, grave diggers, stonemasons, contractors, and any other individuals working on-site.

3. Health and Safety Responsibilities

- **Parish Council:**

The Parish Council is responsible for ensuring that the cemetery is maintained in a safe condition and for providing appropriate resources to support health and safety measures. This includes monitoring and enforcing the policies outlined in this document.

- **Clerk/Responsible Officer:**

The Clerk or designated Responsible Officer is responsible for overseeing the implementation of the health and safety policies, ensuring all contractors have completed the necessary documentation (such as Risk Assessments and Method Statements), and organizing regular safety audits.

- **Contractors:**

All contractors working on the cemetery grounds must comply with the cemetery's health and safety regulations, complete the required Risk Assessments and Method Statements (RAMS), and follow any specific safety guidelines set forth for their work.

All contractors must have valid **Public and Employers Liability Insurance**.

- **Employees:**

Cemetery staff must follow all safety procedures and immediately report any unsafe working conditions, accidents, or incidents to their supervisor or the Clerk.

4. Safety Procedures

- **General Site Safety:**

- All personnel must wear appropriate Personal Protective Equipment (PPE), including high-visibility clothing, steel-toed boots, gloves, and hard hats, depending on the task at hand.



- Contractors must sign in and out on the Cemetery Contractor Sign-In/Out Register upon arrival and departure from the site.
- All personnel must be familiar with the emergency procedures for fire, accidents, and medical emergencies. Emergency contact numbers must be readily available on-site.
- **Machinery and Equipment Use:**
 - Contractors using machinery (e.g., excavators, mini-diggers) must ensure they are properly trained in the operation of the equipment and that it is in good working order.
 - All equipment must be inspected regularly, and any damaged or faulty equipment must be immediately reported and removed from service until repaired.
- **Handling and Lifting:**
 - Contractors and staff must follow safe lifting techniques when handling heavy objects, such as headstones or grave markers.
- **Excavation Work:**
 - Excavations must be clearly marked, and any exposed holes must be securely guarded to prevent accidental falls or injuries.
 - Excavation depths must comply with safe working practices to avoid collapse, with shoring or supports used for all excavations.

5. Risk Assessment and Method Statement (RAMS)

All contractors must provide a **Risk Assessment and Method Statement (RAMS)** for their planned work activities. These documents must outline:

- The risks associated with the work being undertaken.
- The control measures to be implemented to mitigate those risks.
- The safe methods of carrying out the work.
- Emergency procedures in case of accidents or incidents.



6. Emergency Procedures

In the event of an emergency, the following procedures should be followed:

- **Fire:** Evacuate the area immediately. The designated fire assembly point should be clearly marked on-site.
- **Accident/Injury:** Provide first aid as necessary and report the incident to the Clerk or Responsible Officer. An accident report form must be filled out and submitted.
- **Medical Emergency:** Call emergency services (999) and provide first aid until help arrives.
- **Hazardous Materials:** If hazardous materials (e.g., chemicals, asbestos) are identified, immediate action must be taken to contain the material, and the area must be secured. Contractors should follow any specific guidelines for handling such materials.

7. Visitor Safety

While the cemetery is primarily a workplace for contractors and staff, visitor safety is also a priority.

- Visitors should be made aware of the potential hazards when entering the cemetery (e.g., uneven surfaces, machinery in use) through clear signage.
- Visitors must be advised not to enter areas where work is ongoing or where there are visible hazards.
- Children should always be accompanied by an adult, and children should refrain from playing on or climbing on graves and memorials to show respect for the site and those commemorated there.
- Pets should be kept on a lead.

8. Training and Supervision

All staff and contractors must receive appropriate training in health and safety procedures, including manual handling, equipment use, and emergency protocols.



- Regular safety briefings should be conducted to keep everyone informed of any changes or new risks.
- Supervisors must ensure that workers follow all safety guidelines and provide support in case of any issues or accidents.

9. Monitoring and Review

The Parish Council will carry out regular safety inspections to ensure that all health and safety measures are being adhered to. Any safety concerns or breaches must be reported immediately.

- A review of the health and safety policy will be carried out annually, or after any significant incidents, to ensure it remains up-to-date and effective.

10. Conclusion

The Parish Council is committed to ensuring the safety and well-being of all individuals working at or visiting the cemetery. By adhering to the procedures and guidelines outlined in this policy, we can ensure a safe and efficient environment for everyone involved.

Signature:

A handwritten signature in black ink, appearing to be 'A. J.', written over a faint horizontal line.

The Clerk

Date: 14th April 2025