

HEALTH AND SAFETY POLICY

Hexham Town Council	has overall and final responsibility for health and safety	
The Clerk	has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Operations Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Operations Manager	All Staff given health and safety training as appropriate; and provided with the necessary training in order to protect themselves and others Ensure that all staff and volunteers are provided with copies of all relevant policies and procedures.
Engage and consult with employees on day-to-day health and safety conditions	Operations Manager	Staff will be consulted on health and safety matters as new procedures, equipment and techniques are introduced.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Operations Manager	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Operations Manager	Ensure that all staff are provided with copies of all relevant policies and procedures Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment

Signed:	Appointment:	Date:	
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Health and safety law poster is displayed at (location)	In the Cemetery Workshop
First-aid box is located:	In the Cemetery Office
Accident book is located:	In the Cemetery Office

RISK ASSESSMENTS

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Done
Slips, trips and falls	Staff and visitors may be injured if they trip on uneven pathways; protruding tree roots, etc.	Staff are instructed to keep pathways clear, as far as is possible, and to warn unsuspecting visitors of wet/slippery areas. Cables in the offices are properly routed or taped down.	Constant vigilance to be encouraged.	All staff	Ongoing
Manual Handling	Staff who need to move equipment, material, parts and tools could be subject to sprains, strains and other musculoskeletal disorders.	No person is to move anything greater than their ability to do so. If in doubt, assistance should be sought. All staff are trained in the basics of manual handling.	Ensure that large items are broken down into smaller components to aid movement. Refresher training to be introduced.	Overall control of Operations Manager	Ongoing
Grave digging and back filling	Staff involved with either of these tasks; members of the public; funeral directors; and Members of the Clergy. Injury may occur from unstable ground, malfunction of the excavator; tripping on grave covers; falling into the grave; or/and grave collapse.	The procedures laid down by NCC in their publication "Grave digging Operational Procedure" are followed (current at 08/11). Where specific advice is required the recommendations of the Institute of Burial and Cremation Administration publication "Code of Safe Working Practice for Cemeteries" is consulted.	Before any interment the Operations Manager outlines the procedures to be followed to involved staff.	Operations Manager	Ongoing
Landscaping	The Kubota operator or others nearby if the machine overturns or goes out of control.	Only trained and certificated staff are permitted to use the Kubota.	Checks to be made on current certification and records maintained.	Clerk	Done/ ongoing
Grass cutting	Members of the public; staff through hearing damage; and machine malfunction causing lacerations. Biological damage due to the ingestion of animal faeces. Skin damage due to contact with photo-toxic plants.	All staff are trained on the use of pedestrian mowers and are provided with hearing protection, gloves and respiratory protection. Training on the use of ride-on mowers is given internally.	Training records to be kept.	Clerk	Done/ ongoing

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Edge strimming	Staff from hard material being thrown up causing contusions. Hearing damage from noise. Musculoskeletal problems from the weight of the strimmer. Burns from hot engines.	All staff are provided with helmets, face guards, gloves and hearing protection. Harnesses to carry the strimmer are also used. Instruction in the operation of the strimmer is given internally.	Training records to be maintained	Clerk	Done/ ongoing
Hedge Cutting	Staff who may fall from a height. Lacerations from the hedge cutters. Hearing damage from noise. Burns from hot engines.	Small scaffold is used to provide a stable platform. Hearing protection is provided. Gloves and eye protection is provided.	Staff member(s) to be trained in scaffold erection. Records of such training are to be maintained.	Operations Manager to organise the training. Clerk to maintain the records.	Training record done
Application of Chemicals	Staff who handle the chemicals; members of the public who are near.	Protective clothing, chemical gloves and respiratory protection is provided. No application takes place if any unprotected person is nearby. All excess chemicals are stored in a secure cupboard. Only minimal amounts of hazardous chemicals are purchased at a time.	Applicators are to be trained and hold valid authorisation certificates. Training records are to be maintained.	Operations Manager to organise the training. Clerk to maintain the records.	Training record done
Use of ladders to gain access	Staff falling off ladders; ladders being damaged and breaking when in use.	Ladders are inspected before use for signs of damage. Staff are instructed in "three point climbing"	Ladders are to be individually numbered and a ladder register is to be opened and maintained.	Operations Manager and Clerk.	Ongoing
Use of a gantry with block and tackle	Employees and headstone erectors may get crushed if a gantry fails or chains break.	Gantry is inspected for signs of damage before use. Only those trained in the use of the gantry are permitted to operate the system.	Chains and block(s) are to be examined by a qualified engineer and records maintained.	Operations Manager and Clerk	Ongoing
Storage of fuel	Fire and possible fatalities	Petrol is stored in two 20l Jerry Cans in a fire proof chest. White diesel is also stored in two 20l jerry cans in the same location. Red diesel is stored in an external tank.	Checks are to be made to prevent fuel being left outside the storage chest for long periods of time.	Operations Manager	Ongoing

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Maintenance checks including inspection of cable, blades, tyres, etc. Also includes cleaning and washing.	Staff exposed to sharp blades, fuels, oils; etc which could cause lacerations or exacerbate skin conditions. Use of the jet wash could cause spray bounce-back into the eyes and face.	All staff supplied with hand protection and eye protection.	Staff are to be told to report any lacerations or skin damage to their manager. Where possible, any checks should be completed before leaving the storage shed so as to avoid the need for lone working.	Operations Manager	Ongoing
Use of the Tractors to pull the water bowser; the gritter or to push the snow plough.	Only the Tractor registered for use on the highway may be used on the public highway. Staff may be injured through a road traffic accident or malfunction of the plant.	Only trained drivers are to operate the tractors either on the road or within the cemetery. Regular servicing is undertaken and records kept.	Tractors not compliant with current legislation are to be taken out of service. Tractors are to be assessed in accordance with the "Farm Vehicle Health Check Scheme", run by NFU. All operators are to be certificated. The HSE advice leaflet "Using tractors safely" is to be provided to all users.	Operations Manager and Clerk	Ongoing
Use of chain saws	Staff exposed to noise and sharp blades causing cuts – possibly severe.	Only trained staff to use the saws. Protective clothing, face and eye protection is provided. Gloves are worn when operating the saws but removed when blade sharpening.	Only certificated staff are to use the chain saws. All certificates are to be checked for validity.	Operations Manager and Clerk	Ongoing
Use of back-mounted leaf blowers and hand-held portable leaf suckers.	Staff exposed to noise and musculoskeletal disorders. Burns from hot engines.	Staff are to be warned of the risks.	Any instances of sprains and strains are to be reported.	Operations Manager	Ongoing
The use of a generator, a petrol driven cement mixer, and a petrol driven grave pump,	Staff exposed to Carbon Monoxide poisoning from exhaust fumes. Burns from hot engines and strains and sprains when moving the equipment into location. Fire.	No equipment is to be used in an enclosed space. Hearing and hand protection is provided. Filling of the tanks is carried out using a funnel and small cans.	All staff to be made aware of the risks.	Operations Manager	Ongoing
The use of the pick-up	Staff involved with a road traffic accident.	Only staff with an appropriate licence are to drive the pick-up. The vehicle is regularly serviced and records are kept.	The validity of licences are to be checked on an annual basis and photocopies retained for recording purposes.	Clerk	Done/ ongoing

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Inspection of Allotments and Play Parks	Play parks are inspected early in the morning and often necessitate lone working. This exposes staff members to risk of attack.	Staff keep in touch with each other by the use of personal mobile phones.	Staff to be made aware of the potential risks.	Operations Manager	Ongoing
Use of small portable tools.	All small electrical items are subject to PAT testing.	Before use staff give all tools a brief visual examination.	Staff to be made aware of the risk.	Operations Manager	Ongoing
Use of computers	Musculoskeletal disorders; eye strain	None at present.	All work stations are to be assessed for risk and identified users to be offered eye tests and given advice, if necessary, on posture. Staff to be made aware of the risks	Clerk	Ongoing
The use of ground based hand tools	Trivial risks only from the use of forks, shovels, picks, hoes, etc.	None at present	None necessary		

(**NOTE:** This document is an appendix to the Staff Handbook, given to all employees when commencing employment with the Council.)

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