** Friends of Spalding Cemetery**

 Volunteers’ Cemetery Safety Policy

Friends of Spalding Cemetery are a group of volunteers whose aim is to protect, preserve and promote interest in this lovely old Victorian cemetery. The group brings together people who want to support Spalding Cemetery and The Johnson Mausoleum within its grounds.

It must be noted that the cemetery presents some hazards and risks to people (see the Cemetery Risk Assessment).

* SHDC regulations specify that children must be accompanied by a responsible adult.
* This also applies when FOSC volunteers are working on-site and any children accompanying a volunteer must be closely supervised and not allowed to ‘run around and play between the headstones’; failure to do so may result in the volunteer being asked to stop their contribution.
* The work is to be executed in a manner that ensures the cemetery maintains the Council’s reputation. The best horticultural practice will be applied and rigorous standards of cleanliness and tidiness will be adhered to at all times.
* In carrying out any work within the cemetery, volunteers will conduct themselves in a caring and respectful manner and adhere to appropriate and protective clothing policy. Each volunteer will wear a hi-vis tabard or similar while carrying out clearing work.
* Volunteers to supply their own manually operated hand tools; to include, secateurs, shears, loppers, rakes and hand bow saws.
* Volunteers will be advised of the current area being cleared and should restrict their efforts to that unless otherwise agreed.
* No attempt should be made to tackle any vegetation more than ‘a broom handle’ in diameter or use any specialised equipment i.e. chainsaws, chemicals and spraying equipment even if a relevant certificate is held.
* The removal of all material to be undertaken by SHDC with no bonfires or dumping of spoil allowed. It would be helpful if volunteers would be willing to bag and remove waste; waste can be kept in discrete, tidy locations for SHDC to remove within 24 hours of a session.
* No attempt will be made by Volunteers to move any grave memorial or other heavy object within the cemetery.
* All Volunteers to read a copy of the FoSC risk assessment for working in cemeteries.
* Any allergies of a volunteer to be recorded together with an emergency contact number; and held by FoSC.
* A record will be kept by FoSC of the attendance of each volunteer and a summary of the work undertaken
* Any volunteer wishing to attend a cemetery during the working week should check with the Cemetery supervisor to ensure there is no funeral or contractor activity scheduled.

Andrew Hill

NEBOSH tec

13 March 2020