

**HOLY TRINITY CHURCH, PRESTWOOD**  
**HEALTH AND SAFETY POLICY**  
**(hereinafter referred to as HTP-HSP)**  
**PART 11 GRAVEYARD MAINTENANCE**

**VERSION RECORD**

Version	Amendments	Created by	Date	Reviewed by	Date	Approved by	Date
01	APPROVED	John Rolfe-Dickinson	05/08/17	David Page	17/08/17	Rev Deiniol Heywood	20/09/17

### GLOSSARY OF TERMS

<b>Term</b>	<b>Meaning</b>
Church	Holy Trinity Church, Prestwood, the Church Cottage, the Church Hall, the Graveyard and all car parking areas
HTP-HSP	Holy Trinity Church, Prestwood – Health and Safety Policy.
Generic Headings	A word or phrase identifying a general area of activity in the church and adjacent buildings. Examples; Church Cleaning; Marriages; Lone working; etc.
Persons	Any person undertaking activities within the church and/or its adjacent buildings; graveyard and car parks.
PCC	Parochial Church Council who have a general responsibility for the implementation of the HTP-HSP.
Health and Safety Officer (HSO)	The nominated person responsible for ensuring compliance with the HTP-HSP.
Health and Safety Sub-Committee	The group comprising the HSO and others responsible to the PCC for the implementation of the HTP-HSP.
Activities	The various elements required to undertake the general area of activity identified in the General Heading. These form the core of the HTP-HSP.
Specific Event	An event that is part of the General Heading but which might also include unique Additional Activities.
Additional Activities	As defined in Activities but additional to them where required by a Specific Event.
Risk Assessment	A template based analysis of the activities to identify Hazards and Risks. Where Additional Activities are identified for a Specific Event an additional analysis is undertaken to identify Hazards and Risks associated with these.
Required Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks.
Additional Required Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks.
Recommended Actions	Actions identified in the Risk Assessment necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.
Additional Recommended Actions	Actions identified in the Risk Assessment of Additional Activities necessary to eliminate or mitigate the Hazards or Risks but which might be impractical. These should be considered if circumstances allow.

## 1. PURPOSE OF THIS PART 11 GRAVEYARD MAINTENANCE

The purpose of this Part 11 Graveyard Maintenance of the HTP-HSP is to identify the extent of Activities associated with this Generic Heading. It also identifies the persons who are likely to be associated with these Activities and who should, therefore comply with the requirements of this section of the HTP-HSP. These are included in Section 2 SCOPE below

In Section 3 RISK ASSESSMENT it provides outline details of the Risk Assessment undertaken but does not include the actual Risk Assessment document. Details of the Risk Assessment are provided to allow persons to access it if required.

The Health and Safety Policy derived from the Risk Assessment is included in Section 4 of this document which must be complied with by all associated with the Activities identified. Section 5 lists the Required and Recommended Actions necessary to ensure compliance with Part 11 of the HTP-HSP.

## 2. SCOPE OF PART 11 OF THE HTP-HSP

### 2.1. Activities deemed to be included

A review of Graveyard Maintenance has identified a number of Activities that are associated with this Generic Heading. It is recognised that this may not be all-inclusive. Persons who are involved are, in specific cases, recommended to make their own assessment in order to identify any Additional Activities that need to be considered in the context of the HTP-HSP.

### 2.2. Significant Additional Activities

If any Additional Activities, identified as described in Section 2.1, are deemed to be significant they shall be advised to the Health and Safety sub-group of the PCC for consideration. As required a further Risk Assessment of these Additional Activities shall be undertaken and the resultant Required and Recommended Actions advised to the Persons involved.

### 2.3. Persons likely to be affected

A review of Graveyard Maintenance has identified a number of Persons who are likely to be associated with this Generic Heading. These Persons are those who must comply with the HTP-HSP by adherence to the Required Actions and consideration of the Recommended Actions. They should also act in a manner consistent with the HTP-HSP in respect of any identified additional Activities. Where significant Additional Activities have been identified and reviewed as described in Section 2.2 Persons shall comply with any resultant Additional Required or Recommended Actions.

The Persons identified are:

- Church volunteers who undertake routine maintenance of the Graveyard including flower beds and hedges etc.

This Part 11 of the HTP-HSP is not applicable to works undertaken by external contractors hired to undertake specific specialised work such as, for example, tree surgery. Such work is covered in Part 21 Employment of External Contractors.

### 3. RISK ASSESSMENT

#### 3.1. Risk Assessment details

##### 3.1.1. Reference and Date

The Risk Assessment Reference is 11-RA-2017 01 dated 17/08/2017.

##### 3.1.2. Assessed Activities and associated Risks and Hazards

The identified Activities relate to:

- General personal protection
- Use of chemicals
- Use of tools – general
- Use of manual tools
- Use of electrical tools
- Use of mechanical tools
- Storage of fuel
- Working at height
- Disposal of Garden Waste

##### 3.1.3. Conclusions

The identified risks and hazards analysed in the Risk Assessment have demonstrated the need for Required and Recommended Actions as tabulated in Section 5 of this part of the HTP-HSP.

### 4. HEALTH AND SAFETY POLICY - PART 11 OF THE HTP-HSP

Except for specialised works undertaken by external contractors under the general guidance of Part 21 of the HTP-HSP, maintenance of the graveyard is undertaken by a team of volunteers from the church. This ensures the general tidiness of the graveyard and, typically, includes:

- lawn mowing
- weeding of flower beds
- trimming of hedges
- pollarding of trees not requiring specialist contractors
- maintaining footpaths

These activities are undertaken on a routine basis with occasional concentrated efforts on specific activities usually involving a greater number of persons.

The purpose of this Part 11 – Graveyard Maintenance of the HTP-HSP is to safeguard the health and safety of those undertaking this work against injury or threats to their health from injury, chemicals (very limited exceptional usage), fumes or fire. As a pre-requisite, it requires that anyone undertaking graveyard maintenance has the appropriate personal protective wear particular to the work they are undertaking.

The work requires the use of a range of manual and powered gardening type tools. It is the purpose of this Part 11 to ensure that such tools are used in a safe manner based on familiarity of the usage and operation. Part 11 also seeks to ensure that the work is undertaken in a way

that does not place others at risk. Finally, Part 11 seeks to ensure that the tools used are fit for purpose through regular maintenance as required.

## **5. ACTIONS**

### **5.1. Compliance with Health and Safety Policy**

In order to comply with the HTP-HSP a number of Required and Recommended Actions have been identified in the Risk Assessment. These Required and Recommended Actions are set out below.

### **5.2. Required Actions**

Table 1 below lists the Actions that have been identified in the Risk Assessment that are required by all who are involved in these Activities.

**Table 1 Required Actions**

<ol style="list-style-type: none"><li>1. If more than one person involved a supervisor to be nominated for undertaking the works.</li><li>2. Use of protective clothing including, for example; heavy duty gardening gloves, heavy duty boots (preferably steel toe caps) and protective glasses. The wearing of shorts is not recommended.</li><li>3. Where necessary, for using a specific tool, additional protective clothing shall be worn, e.g. safety helmet with screen and ear defenders.</li><li>4. Kevlar protective clothing shall be worn, with safety helmet with screen and ear defenders when using hedge trimmers.</li><li>5. Chemicals (minimal usage in exceptional circumstances) - Operative to be made aware of the proper use of the chemical including reading of the instructions on the packet and the instructions on usage.</li><li>6. Chemicals (minimal usage in exceptional circumstances)- It is recommended that sprays are used from upwind of the area of usage.</li><li>7. Chemicals (minimal usage in exceptional circumstances) - Where required or recommended by the manufacturer/supplier the operative to wear a respiratory mask, protective gloves and any other protection.</li><li>8. Chemicals - Ensure others not involved are clear of the site of operations.</li><li>9. Tools general - Tools should only be used for their specific purpose and should not be amended in any way. Protective screens or shields shall not be removed.</li><li>10. Manual tools - Manual tools to be maintained correctly for proper use. Where blades are involved they should be sharpened consistent to their usage.</li><li>11. Manual tools - Operative to be made aware of the proper use of the tool including, as appropriate, reading of the Operating Manual. Operatives to sign that they have read and understood the manual.</li><li>12. Manual tools - Ensure others not involved are clear of the site of operations.</li><li>13. Electrical tools - Electrical tools to be properly maintained and serviced as required.</li><li>14. Electrical tools - Operative to be made aware of the proper use of the tool including, as appropriate, reading of the Operating Manual. Operatives to sign that they have read and understood the manual.</li><li>15. Electrical tools - Ensure others not involved are clear of the site of operations.</li><li>16. Electrical tools - Ensure that those involved understand their role and are positioned to</li></ol>
--

- minimise risk of injury.
17. Electrical tools power failure - Only rudimentary checks (fuses, auto trip etc.) to be undertaken. No attempts to repair by operative. Repairs to be undertaken by qualified Person.
  18. Electrical power extension cables to be inspected before use.
  19. Reeled cables to be fully unreeled for inspection to prevent Hysteresis overheating.
  20. Electrical power extension cables to be checked as adequate for the rating of the tool.
  21. Failed electrical power extension cables, for whatever reason, must be replaced and the failed cable disposed of.
  22. Mechanical tools - Mechanical fuel driven tools to be properly maintained and serviced as required.
  23. Mechanical tools - Operative to be made aware of the proper use of the tool including, as appropriate, reading of the Operating Manual. Operatives to sign that they have read and understood the manual.
  24. Mechanical brush cutters (strimmers) - Protective clothing comprising, as a minimum, heavy duty trousers, steel toe cap boots, safety helmet with ear defenders and face screen or goggles.
  25. Mechanical tools - Ensure that those involved understand their role and are positioned to minimise risk of injury.
  26. Mechanical brush cutters (strimmers) - Ensure others not involved, including members of the public, are clear of the site of operations.
  27. Mechanical tools - only to be started and operated in the open air.
  28. Mechanical tools power failure - Only rudimentary checks to be undertaken after removal of spark plug. No attempts to repair by operative. Repairs to be undertaken by qualified Person.
  29. Mechanical tools - To be refuelled using appropriate fuel container, funnel etc. All sources of spark or ignition, including smoking, to be removed from vicinity of tool whilst refuelling.
  30. Mechanical tools - To be refuelled in the open air and shall not be undertaken whilst tool is hot.
  31. Storage of fuel - Fuel to be kept in a safe and secure cabinet in proprietary fuel containers colour coded to indicate the content of petrol or 3 stoke.
  32. Storage of fuel - Any accidental spillage anywhere to be cleaned up or rendered safe from ignition
  33. Working at height - Scope of work to be assessed as to whether it lies within the capabilities of the graveyard maintenance group.
  34. Working at height - If works undertaken by graveyard maintenance group they must be undertaken in accordance with HTP-HSP Part 08 Working at Height
  35. Waste disposal - Disposal of vegetation to the Green Bin
  36. Waste disposal - Waste to be ripped down to a weight consistent with maximum recommended individual lifting limit - 25kg
  37. Waste disposal by fire - Person to be nominated to manage the fire who must be in attendance until all waste has been reduced to ashes.
  38. Other hazards – unstable gravestones - manual check of gravestones before starting any work nearby.
  39. Other hazards - paint cans - all paint cans to be opened in the open air
  40. Other hazards – working garage - garage to be kept clean and tidy with floor free from trip hazards.

- |  |
|--|
| <ol style="list-style-type: none"><li>41. Other hazards - Manual Handling – Marquee - Sufficient manpower to handle weights each using gloved when practicable, otherwise taking care against trapping.</li><li>42. Specialised Work - External Contractors to be sought in accordance with HTP-HSP Part 21 Employment of External Contractors</li><li>43.</li></ol> |
|--|

5.3. Recommended Actions

Table 2 below lists the Actions that have been identified in the Risk Assessment that, because of practical reasons, are not required by all who are involved in these Activities. However, if proved to be practical in a specific event, the listed actions in Table 2 are recommended to reinforce or supplement the Required Actions listed in Table 1.

**Table 2 Recommended Actions to reinforce or supplement Required Actions**

- |  |
|--|
| <ol style="list-style-type: none"><li>1. None</li><li>2.</li></ol> |
|--|