



## **Friends of Loxley Cemetery**

### **Health and Safety Policy Statement 2026**

**The statement of general policy of the Friends of Loxley Cemetery is:**

- To provide adequate control of the health and safety risks arising from our practical on-site volunteering work and activities involving members of the public.
- To consult with the volunteers on matters which may affect their health and safety whilst undertaking activities managed by Friends of Loxley Cemetery.
- To provide information, clear instructions, and supervision for volunteers.
- To make reasonable endeavours to ensure all volunteers are competent to do their assigned tasks and to provide adequate advice and training if required.
- Implement appropriate emergency procedures.

## **Responsibilities and arrangements for health and safety management**

The Management Committee of Friends of Loxley Cemetery has overall responsibility for health and safety matters related to the activities of the group and will ensure that:

- Volunteers receive adequate and sufficient information, training and supervision on Health and Safety matters as appropriate.
- A risk assessment is undertaken for each aspect of the activities which Friends of Loxley Cemetery undertakes, taking account of risks to both volunteers and members of the public.
- Accidents and incidents are investigated and reported to the Management Committee and, where appropriate, to the appropriate Sheffield City Council Officer or the Health and Safety Executive.

Friends of Loxley Cemetery members and volunteers shall:

- Take reasonable care of their own health and safety, including the wearing of appropriate Personal Protective Equipment (PPE) when working in the cemetery, such as stout footwear, gloves, and hi-vis clothing, and in addition may include eye/face protection, safety helmet, ear defenders and steel capped shoes/boots.
- Take advice from a Friends of Loxley Cemetery activity supervisor when working in the Cemetery.
- Not undertake any activity which they do not feel they have the necessary skill, expertise or physical capability.
- Report any accident or incident to the nominated Friends of Loxley Cemetery activity supervisor, or if appropriate to the emergency services, at the earliest opportunity.