



Health and Safety Policy for the Jewish Joint Burial Society

The Honorary Officers and Governors understand that they have a duty of care to ensure the safety of those who work or visit the offices and cemeteries and they will strive to meet the requirements of Health and Safety law.

General Statement of policy.

The policy is to ensure, so far as is reasonably practicable, that the activities are carried out safely and do not pose a risk to the

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JEWISH JOINT BURIAL SOCIETY

HEALTH AND SAFETY POLICY

health of the employees, mourners and other visitors, self-employed contractors and volunteers at any site where the JJBS are responsible. This is intended to be in accordance with all relevant statutory provisions and good practice.

The Governors of the JJBS accept their overall responsibility for this policy and will ensure that adequate resources are made available to achieve the objectives. They will ensure that all their future decisions comply with the policy.

The overall responsibility of the policy is that of the Chair.

The day to day responsibility of the policy is that of the Sexton.

The Health and Safety policy, the specific risks and the effectiveness of the procedures implemented will be reviewed formally by the Governors at annual intervals. The Honorary Officers will review all matters throughout the year whenever it is appropriate.

It is the duty of each employee, Governor and self employed contractor to exercise personal responsibility for their own safety and that of others. This policy will be brought to their attention. It is expected that everyone involved with the Society will play a part in its implementation.

Signed:

Position: Chair of the Governors

Last Review date: 22 May 2019

Definitions

It should be noted that the word *staff* is used here to cover the following categories: employees, Governors and self-employed contractors who do work on a job or an hourly rate. Larger contractors who hold their own Public and Employers Liability insurance will be expected to do their own risk assessments and provide assurance to the Society that they have been done. They will provide copies of the relevant documents.

Organisation and Responsibilities.

1. The Chair of the JJBS has overall responsibility to ensure that the policy is implemented. The Chair will ensure that he/she will keep up to date on health and safety matters relevant to the Society and will set a personal example on relevant matters.

He/she will ensure that;

- The standards set out in this policy are implemented and maintained
- Advice is sought where clarification is necessary and specialist health and safety assistance is obtained if appropriate
- Any hazards reported are rectified promptly
- Only competent persons carry out repairs, modifications, inspections and tests
- Any accidents are investigated, recorded and reported if necessary
- Relevant health and safety documents and records are retained
- That all matters reported by the Sexton are taken seriously and acted upon.

2. The Senior Sexton, currently Mitzi Kalinsky, has day-to-day responsibility for implementing the policy.

She will ensure that she either deals with any health and safety issues or that she reports any concerns to the Governors without delay. She will:

- Ensure all staff are aware of their health and safety responsibilities and any relevant documentation is provided to the staff.
- Consult with the employees on day to day health and safety issues.
- Ensure adequate precautions are taken as set out in the policy and any related risk assessments issued by the Governors including arranging regular maintenance of equipment and safe storage of chemicals.
- Suggest to the Governors that training should be provided for staff where she thinks it is desirable
- Investigate any hazards or complaints and report them to the Governors without delay
- Take interim steps to prevent further danger, where defects cannot be immediately corrected
- Report all accidents in-line with the requirements of this policy and ensure the accident book is kept up to date and complete.
- Ensure that the documents required for the Health and Safety policy are kept up to date on the relevant directory of the computer e.g. records of staff training, headstone logs, maintenance logs of equipment, risk assessments.

- Set a personal example on matters of health and safety and take reasonable care that others are not affected by any acts or omissions.
- Delegate matters to other members of staff where appropriate e.g. Adam Cutler may be used to monitor items in the Woodland although he will report to Mitzi on this matter.

3. All employees, Governors and self-employed contractors have a responsibility to co-operate in the implementation of this policy and to take reasonable care of themselves and others while on JJBS business or premises.

They will ensure that they:

- Read this policy and understand what is required of them
- Complete their work taking any necessary precautions to protect themselves and others
- Comply with any safety rules, operating instructions issued by the manufacturers and other working procedures issued by the JJBS
- Report any hazard, defect or damage, so that this might be dealt with
- Warn any new employees of known hazards
- Attend any training required to enable them to carry out their duties safely
- Do not undertake any repair or modification unless they are competent to do so
- Report any accident

General arrangements and dealing with specific risks.

Insurance

The Society provides insurance for the following:

1. any person employed under a contract of service or apprenticeship and non-executive directors;
2. labour masters and persons supplied by them;
3. persons employed by labour only subcontractors;
4. persons offering their services on a labour only basis;
5. self-employed persons;
6. persons hired to or borrowed by the society;
7. persons undertaking study or work experience or youth training scheme.

The Health and Safety Risk Assessments, records and other documents are kept in: The Woodland Office

Risk assessments have been completed for 1) fire 2) use of machinery 3) first aid 4) chemicals 5) Security and are available to the staff.

THE FIRST AID BOX IS LOCATED at: The Woodland office

A DEFIBRILLATOR IS LOCATED at: Ohel

THE FIRST AID TRAINED STAFF are: Lee

THE ACCIDENT BOOK IS LOCATED at: The Woodland Office.

We will report to the enforcing authority and keep records of certain accidents to employees and members of the public in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Information and Training

This will be provided where the Governors consider it is necessary. Any member of staff can inform the Governors if they consider that further information or training is necessary or useful. A record of training is provided, and this can be found in the Woodland Office.

Monitoring

There will be an annual check to ensure that our precautions remain effective and adequate. There will be regular maintenance of all machinery, cess pit, electrical equipment, the buggy and other items to ensure that they remain safe. The records of these checks will be found in the Woodland Office.

Review of Health and Safety Policy

The risk assessments will be reviewed annually and whenever there is a change that requires amendment. The annual review will be presented to the I&R Committee for detailed review and then made available for review to the governors.

Specific Arrangements

Note that all logs of maintenance performed, and risk assessments will be kept in the Woodland Office

Woodland

Buildings

The fabric of the buildings will be regularly inspected to make sure it is safe. Defects will be repaired as soon as it is practicable. Where necessary, temporary measures will be taken to prevent danger until permanent repairs can be made. This will include glazing.

Burial Grounds

Boundary walls, gates and fences (where appropriate) will be kept in good repair. Where appropriate trees will be inspected by a competent person and necessary work carried out to make them safe. Headstones will be checked at least annually to identify any at risk of falling and any at risk must be repaired as soon as possible or laid flat in the meanwhile. A register will be kept of the work done.

Fire

A specific written risk assessment will be prepared to identify what steps are necessary to prevent, detect and take in the event of a fire. All necessary precautions will be implemented. The assessment will be reviewed and revised at least annually and at other times if it is no longer valid.

Electricity

Electrical systems, fixed machines and portable appliances will be maintained and tested regularly to prevent danger. Any defective equipment will not be used until it is repaired or replaced. A maintenance log will be kept. The use of adaptors should be avoided.

Traffic

Adequate traffic signs will be placed along the roads to ensure that cars keep to a low speed limit and in marked areas. Pedestrians will be kept on separate paths from traffic at all times where possible and if not signs and wardens will be used to regulate the flow.

Maintenance Work and Working at Height

If any repair or maintenance work is carried out by staff, then they will assess all risks to both themselves and other people including visitors before it commences. Where possible the need for work at height will be avoided. Where this is not practicable, any work will be properly planned to identify suitable precautions. Suitable training may be given and all staff should check the safety of any equipment each time before use.

Work Equipment

Any work equipment (including any hand tools) will be suitable, in good condition and properly maintained. Annual maintenance will be done where appropriate and logged. The staff will check the safety of equipment (e.g. ladders, secateurs, electrical equipment) each time before use to ensure they continue to be safe.

Slips and Trips

Suitable precautions will be used to prevent slips or trips, taking account of any difficulty the frail, elderly or disabled may have in negotiating access. The Woodland site will be inspected daily to ensure that pathways are clear from obstruction and that there are no holes dug which are unguarded. Extra precautions will be taken in winter or wet weather when paths and flooring may be slippery e.g. written warnings, barriers or a warden is used to direct visitors. Regular inspections will be done to ensure all floors, coverings, steps and pathways remain in good condition with adequate hand rails, barriers and lighting. All defects will be corrected without delay.

Hazardous Substances

Where cleaning and horticultural products are used these will be stored, used and disposed of in accordance with the manufacturers' instructions taking any necessary precautions that are specified. Where hazardous chemicals are used e.g. petrol or commercial chemicals, there will be a further risk assessment.

Manual Handling

Staff should avoid the need to lift or carry heavy objects as far as is possible. Where it is necessary, lifting aids e.g. trolleys, wheelbarrows or team lifting should be used.

Grave digging

Any grave dug will be properly marked and no open holes will be left unguarded. Graves dug the day before needed will be fenced off with barriers. Graves dug during the same day can be guarded by the digger who should be present at all times the public has access unless it is properly fenced off with barriers. If there is damage to the ground by heavy vehicles e.g. ruts in the earth, then these will be filled in immediately.

Office and Woodland Staff

Display Screen Equipment

Where the employees and volunteers regularly use computers daily, for continuous periods of an hour or more, we will analyse workstations to identify precautions, implementing these as necessary. We will also provide information, training, eye/eyesight tests (on request) and special spectacles if needed.

Working Alone

Where staff work alone suitable precautions will be implemented to ensure their safety e.g. adequate lighting in the car park, CCTV, alarms, security gates (if fitted).

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Appendix 1. June 2019. The following forms part of the JJBS' Health & Safety Policy.

Specific Policy for Lone Workers

It is recognized that staff within the JJBS by the nature of their job can be required to work alone or can find themselves in such circumstances. Lone working is "work that is carried out by unaccompanied persons, without direct supervision or immediate access to another person for assistance".

Lone working may expose employees/others to additional health and safety risks which do not present themselves in other circumstances. The risk assessment identifies significant risks and the controls which will be put in place to eliminate/reduce the risk. To achieve this, the co-operation of all involved is essential and requires all levels of management and individual staff members to work together to develop and implement local safe systems of work.

This policy and the associated risk assessment aims to ensure the lone worker:

- has full knowledge of the hazards and risks to which he/she is being exposed.
- knows what to do if something goes wrong
- ensures that another person knows the whereabouts of the lone worker, who is being visited and a likely time of return

Lone Worker risks

It should be noted that the Woodland Cemetery is remote and easily accessed by trespassers from the woods to the North and from the motorway. There is a particular risk that intruders visit after dark in search of equipment to steal. Staff on the site who work alone during the day are at risk of not being able to get prompt help if they are injured.

Other significant risks include:

- a lone staff member visiting a non-member to obtain signatures on cremation papers
- visitors to the grounds may injure themselves while they are alone.

There is no differentiation between male and female in this assessment. Both are equally vulnerable