



KEYNSHAM TOWN COUNCIL

CEMETERY HEALTH AND SAFETY POLICY

1. Purpose

Keynsham Town Council is committed to ensuring the safety and wellbeing of all individuals working at or visiting Keynsham Cemetery.

By adhering to the procedures and guidelines outlined in this Policy we can ensure a safe and efficient environment for everyone involved.

The purpose of this Policy is to ensure that all individuals working at or visiting our Cemetery (including staff, contractors and the public) are aware of potential hazards and understand the required safety procedures. The Policy outlines the Health and Safety standards necessary to prevent accidents, injuries and damage to the Cemetery grounds.

Relevant legislation:

- *Health and Safety at Work etc. Act 1974 (HSWA 1974)*
- *Management of Health and Safety at Work Regulations 1999 (MHSWR 1999)*
- *Local Authorities' Cemeteries Order 1977 (LACO 1977)*
- *Occupiers' Liability Acts 1957 & 1984*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)*

2. Scope

This Policy applies to all employees, contractors and visitors who are present at the Cemetery premises. This includes, but is not limited to, grounds maintenance staff, grave diggers, stonemasons, contractors and any other individuals working on site.

Relevant legislation:

- *HSWA 1974 – Sections 2, 3 & 4 (duties to employees, non-employees and premises users)*
- *MHSWR 1999 – Regulation 3 (risk assessments)*

Machinery and Equipment Use

- Contractors must be trained and competent in using all machinery (excavators, mini-diggers etc.).

Legislation: *Provision and Use of Work Equipment Regulations 1998 (PUWER).*

- All equipment must be regularly inspected; damaged equipment must be removed from service.

Legislation: *PUWER; Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), where applicable.*

Handling and Lifting

- Safe lifting techniques must be followed when handling heavy objects such as memorials or grave markers.

Legislation: *Manual Handling Operations Regulations 1992.*

Excavation Works

- Excavations must be clearly marked and guarded to prevent falls.
- Excavation depths must comply with safe-working practices, using shoring or supports as required.

Legislation: *Construction (Design and Management) Regulations 2015 (CDM 2015).*

5. Risk Assessment and Method Statement (RAMS)

The Town Council has a dedicated risk assessment for Keynsham Cemetery reference number CEM 1 which is reviewed annually.

All contractors must provide RAMS outlining:

- Risks associated with their work
- Control measures to mitigate those risks
- Safe methods of working
- Emergency procedures

Legislation:

- *MHSWR 1999 – Regulation 3 (risk assessments)*
- *CDM 2015 – Regulations 4 & 15 (client and contractor duties)*

- Regular safety briefings should be held to communicate changes or new risks.
- Supervisors must ensure compliance with safety guidelines and provide support in case of issues or accidents.
- The Town Council undertakes annual external Health and Safety inspections to ensure compliance.
- The Health and Safety Policy will be reviewed regularly or following any significant incident to ensure it remains compliant and effective.

Document created on: 28th November 2025

Policy adopted:

Chairman of Council.......... Date.....16/12/25.....

Town Clerk.......... Date.....16th December 2025.....

Minute Ref and meeting:

Next Review date: 16th December 2027