Mary Tavy Parish Council

HEALTH AND SAFETY POLICY STATEMENT

This is the Health and Safety Policy Statement of Mary Tavy Parish Council:

Mary Tavy Parish Council recognises and accepts its responsibility for providing a safe and healthy environment for its members; staff; contractors; volunteers; visitors; and for anyone affected by its activities.

The Council maintains this policy for the management of health and safety as its top priority and will do all that is reasonably practicable to ensure effective organisation and planning are established and maintained. The Council will also ensure that appropriate and effective audit and review mechanisms are used to inform the work of the Council, which undertakes to commit appropriate resources to manage health and safety.

Our statement of general policy, below, is based upon that required by virtue of the Health and Safety at Work Act 1974. Although the Council has a single employee, the principles of the Act, and the Management of Health and Safety at Work Regulations 1999 (amended) as later published, are taken by the Council as minimum requirements for the safe and effective management of the Council and its activities.

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our activities;
- To consult with our members, staff, contractors and volunteers on matters affecting their health and safety;
- To maintain in a safe working condition any equipment to be provided;
- To provide sufficient information, instruction, and supervision of staff, volunteers, visitors and independent contractors as far as is reasonably practicable;
- To ensure all members, staff and volunteers are competent in their council-related activities, and to provide adequate training as far as is reasonably practicable;

- To ensure that our independent contractors are competent to undertake the work required and have their own public liability insurance cover (at least £1 million);

- To prevent accidents and activity-related ill health as far as is reasonably practicable;

- To maintain safe and healthy conditions for conducting the Council's business and the meeting room facilities it provides for members, staff and members of the public;

- To review and revise this policy statement and the Council's Risk Management Strategy as necessary at regular intervals, but at least annually;

- To carry out risk assessments for all of its activities and review these as necessary at regular intervals, but at least annually;

- To carry out regular inspections of our assets for damage and take prompt, appropriate action on any health and safety issues found;

- To insure against liability for injury or disease to employees that may arise out of their employment as required under the Employers' Liability (Compulsory Insurance) Act 1969.

Although the Council has a general 'duty of care' as an employer to protect health and safety, independent contractors and employees have a duty not to expose themselves or others (e.g., visitors/members of the public) to risks to their health and safety by their individual acts or omissions at work.

<u>Mary Tavy Parish Council as a Burial Authority:</u>

Burial authorities must take responsibility for health and safety within their burial grounds and have a 'duty of care' to the general public (e.g., visitors)[1] and those working within their sites (e.g., contractors).

[1] Local Authorities' Cemeteries Order 1977 (SI 1977/204)

To be compliant with the Health and Safety at Work Act 1974, sections 2 and 4, burial authorities must **ensure that all means of access to and egress from burial grounds for its employees and non-employees (e.g., contractors; funeral directors; grave diggers; monumental masons; members of the clergy) using the site as a place of work are safe and without risks to health.**

The Council as landowner of the parish cemetery is also duty bound by occupiers' liability, in the case of visitors to the cemetery, to take reasonable care to ensure that the site is safe for the purpose for which visitors are permitted to be there.

Therefore, as a burial authority, our statement of general policy is:

- To ensure the access path through the closed churchyard that leads to and from the parish cemetery is maintained in a safe condition;
- To ensure the central path within the parish cemetery is maintained in a safe condition;
- To ensure the safety of all memorials and headstones within the parish cemetery.
- To ensure safe conditions are maintained within the entire fenced-off area that is 'Mary Tavy Parish Cemetery' for all users- visitors, members, staff, contractors and other non-employees using the site as a place of work.

  We will do this by carrying out regular inspections and taking prompt appropriate action on any health and safety issues found. Inspections may be carried out by the clerk or by individual councillors.

  Memorial stability assessments will be conducted by the clerk every five years (category 2 classified memorials will be re-assessed every 12 months, see the memorial management policy for further information). The last memorial inspection programme completed on 6th June 2023; the next memorial inspection programme is due to take place in May/June 2028.

- To review our cemetery risk assessment as necessary at regular intervals, but at least annually.

The amended policy was reviewed and re-adopted by Mary Tavy Parish Council during the Meeting held on 14th April 2026.

Next review due: April 2027