

THE FRIENDS of HEENE CEMETERY

Risk-management Policies – an introduction

April 2023

This document provides an introduction to the global risk-management policies of the Friends of Heene Cemetery.

Two separate documents explain the detail of the risk-management policies that apply for volunteers and visitors to Heene Cemetery. They are:

- *Risk-management Guidelines for Volunteers*
- *Risk-management Guidelines for Open Days*

These documents should be reviewed annually.

Risk-management Guidelines for Open Days

The policies outlined in that document are to be made clear to any volunteer in a supervisory role during an Open Day. This is the responsibility of the person in charge (the principle organiser) of the day. The procedures involved need to be communicated in advance of the Open Day. Delegation of various actions/roles described is permitted.

Risk-management Guidelines for Volunteers

- A. All volunteers need to be shown the document “Risk-management Guidelines for Volunteers”.
- B. Volunteers must be shown the document, asked to read it, and then sign it. A signed copy must be kept by the volunteer and a separate one kept on file by the Membership Secretary.
- C. It is a condition of membership that a volunteer signs this document. Unwillingness to do so is a bar to membership.
- D. On-site top-up reminders ought to be held with full members twice a year. These should consist of informal group meetings where a run through of the volunteer guidelines is conducted.
- E. Any member, whether committee member or not, is encouraged to offer helpful reminders to any other member, offered on an informal basis during any volunteer session.

Our insurance

For reference, our insurance (10.2022 to 10.2023) says that our risk assessment:

- is complete as required by statute, and
- has been developed with those with practical knowledge of the working practices, and
- identifies the current precautions in place and any others that might be required to comply with statutory requirements and official guidance, and
- considers all those who may come into harm i.e. full, part-time, night or lone workers, contractors, vulnerable or young people and the disabled.