

THE FRIENDS of HEENE CEMETERY

Risk-management Guidelines for Open Days

Latest revision 15th June 2023

This document outlines the steps needing to be taken before letting members of the public into Heene Cemetery for Open Days.

1. Weather forecasts:

- A. If a forecast suggests that there is a chance of high wind, storms or heavy rain that may bring down branches, thought should be given to cancelling the open day.

2. An initial sweep for hazards and newly-developed hazards:

- A. All areas of the cemetery need to be walked round for a visual check that no new hazards have presented themselves since volunteers were last working there. These include:
 - a. Unsafe overhead branches or leaning trees. The likelihood of these showing up will have increased if there has recently been high wind. If necessary, areas near these risks should be roped off – or at least signalled as being ‘out of bounds’.
 - b. The presence of bottles or broken glass, which should be carefully picked up, wrapped and placed in the dustbin.
 - c. Dog or fox faeces on the paths. This will need to be removed using disposable gloves, and placed in the dustbin.
 - d. The presence of rough-sleepers/homeless people/campers. If this is the case, the open day should NOT go ahead.

3. Signalling and mitigating potential hazards:

- A. Tree roots and large/deep holes on paths that pose a potential trip/stumble risk should be spray-painted a contrasting colour using paint kept in the bench for this purpose.
- B. The mats that we have that cover uneven ground hazards and are available for wheelchair users should be made use of as necessary.

4. Providing safety information:

- A. All visitors should be asked to stay to the paths and not venture onto any of the graves.
- B. The presence of tree roots and holes in paths that pose a potential risk need to be pointed out.

5. Rough-sleepers/homeless/campers:

- A. An open day cannot go ahead if one or more rough-sleepers, homeless people or campers are in the cemetery.
- B. If such people are in the cemetery, confrontation MUST be avoided and the Parks Department should be contacted on 01903 239999 or, if appropriate, the Police should be notified.
- C. On no account should the possessions of such people be touched, let alone removed from the cemetery.

6. Special provisions when children are involved:

- A. No children under the age of 18, either visiting or taking part in an activity, can attend without an accompanying adult (family member or friend).
- B. No children under the age of 18, either visiting or taking part in an activity, can be left alone with just one adult (volunteers included).
- C. Observe adult to child ratios. The NSPCC advises 1:6 for 4 – 8 year-olds, 1:8 for 9 - 12 year-olds, and 1:8 for 13 – 18 year-olds.

7. Volunteers working during an Open Day:

- A. Volunteers are free to continue their normal work during an Open Day on the condition that they follow the guidelines set out in the separate document *Risk-management Guidelines for Volunteers*. If they do so, they must be extra-mindful of the need to keep pathways free of trip hazards as covered in point 3C of that document.