

# Health and Safety Policy

Reviewed: 2<sup>nd</sup> January 2023

Next Review: 1<sup>st</sup> January 2024

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## APPENDICES

### Coroners Removals Risk Assessment & Method Statement Manual Handling

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Private chapels, all denominations

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Registered address at the Head Office  
Company number 07620815



## **SECTION 1 STATEMENT OF INTENT**

### **1.1 MANAGING DIRECTOR'S POLICY STATEMENT.**

It is the policy of Floyd and Son (Funeral Directors) Ltd. to ensure, so far as is reasonably practicable, within its offices and on all locations where it has a presence, the health, safety, and welfare of all its employees, visitors and all persons who may be affected by Floyd and Sons (Funeral Directors) Ltd. activities.

To achieve the highest possible standards of health and safety Floyd and Son (Funeral Directors) Ltd. objective is to see that everything practical is done to prevent injury and ill health by ensuring:

- A safe and healthy working environment.
- Safe systems and methods of work and safe means of access and egress.
- Suitable and sufficient training, information, instruction and supervision.
- Completion and regular revision of risk assessments.
- Regular consultation with employees and contractors.
- Availability of suitable welfare facilities.
- Continuous improvement in Health and Safety standards and annual revision of the policy.

Health and Safety at the locations visited and in the office is the responsibility of everyone, and all employees must do all that is reasonably practicable to prevent injury to themselves or others who may be affected by their acts and/ or omissions.

This policy describes the various responsibilities for health and safety management within Floyd and Son (Funeral Directors) Ltd. and applies equally to all persons involved with the activities of the business.

Where an employee considers that the arrangements for health and safety could be improved or are inadequate, they are to report the matter to the Managing Director as soon as possible.

Signed 

Dean Floyd – Managing Director

Date 02<sup>nd</sup> January 2023

## **SECTION 2 ORGANISATION FOR HEALTH AND SAFETY**

### **2.1 RESPONSIBILITIES**

#### **2.1.1 Managing Director**

- 2.1.1.1 Maintain responsibility for health and safety by ensuring that, the Health and Safety policy, procedures and monitoring are in operation, all necessary risk assessments are carried out within the business and that all necessary control procedures are in place, implemented and monitored.
- 2.1.1.2 Supervise the implementation of the Health and Safety policy and monitor its adequacy
- 2.1.1.3 Ensure that adequate manpower, resources, reviews, procedures, and records are identified and maintained.
- 2.1.1.4 Ensure that all employees are made aware of the contents of this policy and their responsibilities in relation to health and safety.
- 2.1.1.5 Maintain a system of accident reporting, investigation and analysis of all accidents that occur in the workplace.
- 2.1.1.6 Ensure that information from the Health and Safety Executive, Local Authority or Trade Association is disseminated to the relevant people and that any appropriate action is taken.
- 2.1.1.7 Ensure that all visitors, and members of the public are made aware of any risks that may affect them and any necessary preventive action required.
- 2.1.1.8 Ensure that any suggestions made to improve health and safety are considered and implemented where appropriate.
- 2.1.1.9 Ensure that no employee is instructed to carry out any action or operate any machinery for which they have not been trained.
- 2.1.1.10 Positively promote health and safety in all activities undertaken by the business.
- 2.1.1.11 Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations.

#### **2.1.2 Funeral Directors/Branch Managers**

Funeral Directors/Branch Managers shall:

- 2.1.2.1 Ensure that the Health and Safety policy is fully implemented within their area of responsibility.
- 2.1.2.2 Ensure that all members of staff under their supervision are aware of the contents of the policy and the duties placed upon them.
- 2.1.2.3 Ensure that all subordinates receive adequate information, training, instruction and supervision to ensure that all work activities are carried out in a safe manner.
- 2.1.2.4 Take any action required to ensure that health and safety risks associated with work activities or within the workplace are fully investigated and safe solutions adopted.

- 2.1.2.5 Ensure that subordinates are not required to carry out work or operate equipment for which they have not been trained unless being trained and supervised by a qualified person.
- 2.1.2.6 Ensure that any defect in equipment, or at a workplace, that is reported to them is investigated and dealt with.
- 2.1.2.7 Ensure that any workplaces within their area of responsibility are maintained in a safe condition.
- 2.1.2.8 Ensure that all incidents causing injury or damage to property or machinery are investigated, reported, and documented.
- 2.1.2.9 Ensure that all staff, and visitors are made aware of any risks in the area and of the required safety procedures.
- 2.1.2.10 Ensure that trainees and, in particular, persons under the age of 18 always receive sufficient training and supervision.
- 2.1.2.11 Ensure that all persons under their supervision in their work area are aware of the emergency evacuation procedures.
- 2.1.2.12 Ensure that any unsafe machinery is immobilised until repaired and made safe.

### **2.1.3 Employees**

Employees shall:

- 2.1.3.1 Comply with the requirements of the policy, procedures and regulations so as to protect themselves and others and provide a safe working environment.
- 2.1.3.2 Be aware of all emergency procedures including fire precaution procedures.
- 2.1.3.3 Wear personal protection equipment required for the work they are doing.
- 2.1.3.4 Cooperate with the Directors and others in maintaining a safe working environment at their place of work.
- 2.1.3.5 Report immediately any unsafe conditions or equipment to their supervisor.
- 2.1.3.6 Be aware that they have a duty to take reasonable care to ensure the health and safety of themselves and others who might be affected by their acts or omissions.

## **SECTION 3 ARRANGEMENTS FOR HEALTH AND SAFETY**

### **3.1 ACCIDENT AND INJURY REPORTING PROCEDURES**

- 3.1.1 All accidents and injuries that occur at work must be recorded in the accident book. Accidents that only cause minor injury or damage to property must still be reported.
- 3.1.2 Where a reportable accident occurs, which involves serious injury or absence from work for more than three days, it will be reported to the H&SE RIDDOR reporting centre by the managing director or an approved deputy. The person notifying will be required to fill in Form F2508.

### **3.2 FIRE**

- 3.2.1 All employees will receive training in the action to be taken in the event of the outbreak of fire.
- 3.2.2 Employees should ensure that they are aware of the location of firefighting equipment and fire exits at their place of work and also in other establishments they are visiting.
- 3.2.3 In the event of a fire occurring visitors should immediately be escorted from the premises to the assembly area by the safest possible route.
- 3.2.4 The managing director will ensure that firefighting equipment is available and that it is maintained in good condition.
- 3.2.5 All fire exits will be clearly marked. Fire assembly areas will be designated, and all employees will be made aware of their location.
- 3.2.6 Flammable or combustible materials will be stored in appropriate containers and will not be stored or used adjacent to heating appliances or other sources of ignition.
- 3.2.7 All emergency escape routes will be kept free of obstruction at all times.

### **3.3 PERSONAL PROTECTIVE EQUIPMENT**

- 3.3.1 Suitable personal protective equipment will be issued to employees as required. This equipment is to be maintained in good condition and replaced as and when required.
- 3.3.2 Defects in protective equipment will be reported immediately to a supervisor.

### **3.4 TRAINING**

- 3.4.1 All new employees will be given an induction into Health and Safety and the use of any equipment or process with which they are unfamiliar.
- 3.4.2 The contents of this policy will be described to all employees and the location of copies for reference will be identified.
- 3.4.3 Where a statutory requirement for training exists, such training and refresher training will be provided for employees. A record of such training will be kept at Head Office

### **3.5 MATERIALS HANDLING**

- 3.5.1 All materials will be handled in accordance with the COSHH information and where appropriate a risk assessment.
- 3.5.2 Waste materials will not be allowed to accumulate in the work area but will be disposed of safely in the appropriate receptacle. Waste liquids will not be poured down the main drainage unless they are inert, and it is safe to do so.

### **3.6 DRUGS AND ALCOHOL**

- 3.6.1 The use of non-prescription drugs is forbidden when working or prior to attending the workplace. A supervisor is to be informed where the use of prescription drugs is likely to have an effect on the employee's capacity to work (e.g., drugs that cause drowsiness affect the ability to drive or use power machinery).
- 3.6.2 The drinking of alcoholic beverages is forbidden when working or prior to attending the workplace.
- 3.6.3 Any employee suspected of being under the influence of alcohol or non-prescription drugs will be immediately removed from the workplace.

### **3.7 YOUNG PERSONS**

- 3.7.1 Young persons under the age of 18 will be supervised at all times. Specific risk assessments will be developed for their work with powered equipment.

### **3.8 RISK ASSESSMENTS**

- 3.8.1 Formal risk assessments will be undertaken for all work items that could be hazardous to health. The Risk Assessment when completed will be made available to all staff who carry out the work to which the assessment relates, and work will not be carried out unless the controls are in place. Details of the assessment will be recorded and held in the health and safety system.
- 3.8.2 Assessments will be carried out by a competent person, who is either a trained member of staff or an external consultant. Risk assessments will be reviewed at regular intervals and also when circumstances change.

### **3.9 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

- 3.9.1 All work that includes the use of substances that are classified as hazardous to health will only be carried out when all risks have been identified and the necessary controls put into operation. The assessment of the risks to health will be carried out by a competent person. All staff will be given the results of the assessment, which will also be recorded and held in the health and safety system.
- 3.9.2 All COSHH assessments will be reviewed at regular intervals or when materials or operating procedures change.

### **3.10 MANUAL HANDLING**

- 3.10.1 Where manual lifting cannot be eliminated all staff will be trained in lifting techniques. Training will be given to ensure that staff are aware of their own capabilities and to seek assistance when loads are too heavy or an awkward shape.
- 3.10.2 Branch Managers shall ensure that, wherever possible, mechanical equipment and aids are used to lift and transport loads, and that the planning and assessments carried out are put into practice
- 3.10.3 Shall ensure that, when mechanical means are impracticable to handle loads, sufficient operatives are available to lift the load, there is sufficient space to transport the load, with no obstacles in the way, the floor or ground is as level and clear as practicable and is not slippery, supports are provided at regular intervals, on long routes, to enable the lifters to rest the load for brief breaks, and during repetitive work, sufficient time for resting is allowed
- 3.10.4 All staff will receive Manual Handling Training and will ensure that they utilise their training in good handling techniques, and never try to lift or handle loads on their own, if undue strain is felt
- 3.10.5 All workplaces are to be kept free of trip hazards and obstructions.

### **3.11 VEHICLES**

- 3.11.1 All drivers are required to inform the Director should they be involved in a Road Traffic Accident, and of any incident resulting in a court imposing 'Penalty-Points' on the driver's licence or disqualification. Road Traffic Accidents are subject to Euro Windows Accident Reporting Procedure for industrial accidents.
- 3.11.2 Drivers are to ensure they comply with maintenance arrangements. Any reduction in performance or defect which is likely to infringe Road Traffic Law or safety must be rectified as soon as possible.
- 3.11.3 No vehicle should be driven if its condition makes it unsafe or infringes the law
- 3.11.4 Drivers are responsible for ensuring that all goods, materials, and equipment are secured at all times whilst the vehicles are in motion.
- 3.11.5 All drivers and passengers must wear seat belts

### **3.12 OFFICES AND STORAGE AREAS**

- 3.12.1 The Workplace (Health, Safety & Welfare) Regulations set out requirements for a good working environment, for work activities and premises. The regulations will be fully complied with, the Company will promote good housekeeping at all times in all workplaces.
- 3.12.2 The Company is fully aware of the requirements of the Health and Safety (Display Screen) Regulations 1992 and will ensure compliance with the code. Display screen equipment operators are given the opportunity of receiving free eye tests.

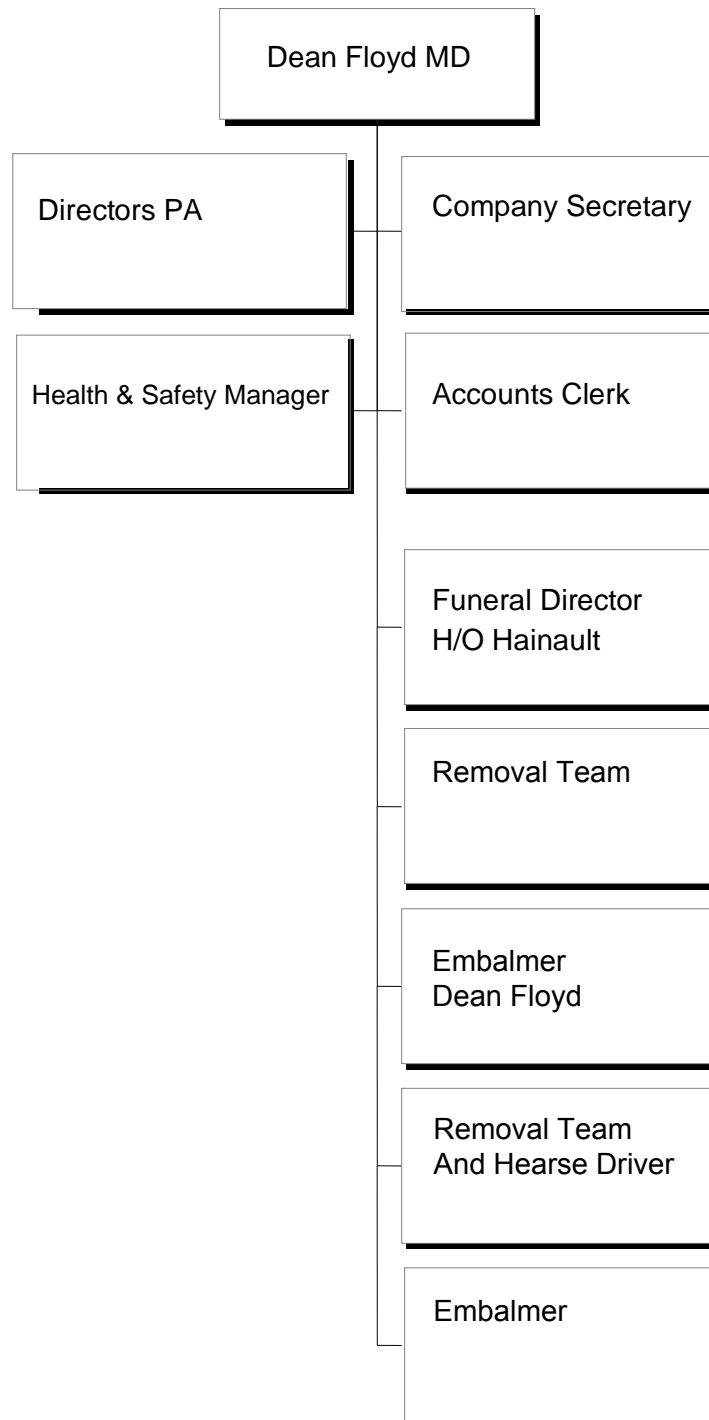
- 3.12.3 Regular assessments will be carried out of office accommodation and machinery to ensure that no hazards exist.
- 3.12.4 Portable office equipment will be regularly inspected for faults and details of the inspections recorded.
- 3.12.5 A first aid kit is provided at each branch office suitable for the number of people that work there. As first aid equipment is used, replacements are requested from the Director, who is responsible for maintaining a store.
- 3.12.6 Welfare arrangements – e.g., toilets, washing, resting, provision for heating food and making hot drinks and the provision of drinking water are provided by the Director in accordance with the Workplace (health, Safety, and welfare) Regulations 1992



## **SECTION 4 COMMUNICATION AND CONSULTATION**

- 4.1.1 The contents of this policy will be made available to all new employees on commencement of employment. All staff will be made aware of any changes of policy as and when they are made.
- 4.1.2 When personnel are employed from other companies, they will be made aware of the relevant parts of this policy before commencing work.
- 4.1.3 All personnel who have suggestions for improving health and safety should tell their immediate supervisor who will pass this on to the Managing Director for action.
- 4.1.4 The details of all Risk Assessments and Method Statements will be made known to whom they are relevant as will all changes to the information.

## Organisational Chart



**FLOYD & SON  
FUNERAL DIRECTORS**

**CORONER'S REMOVALS  
METHOD STATEMENT AND RISK ASSESSMENT**

**Section 1 Arrival at site**

Check with any person at the site that the name, age & address is correct and whether there are any particular points to be understood before proceeding.

	Yes / No	
Correct address.	<input type="checkbox"/>	<input type="checkbox"/>
If not seek advice		
Names correct	<input type="checkbox"/>	<input type="checkbox"/>
If not seek advice		
Age correct if known	<input type="checkbox"/>	<input type="checkbox"/>
Any known disease	<input type="checkbox"/>	<input type="checkbox"/>
Special precautions required	<input type="checkbox"/>	<input type="checkbox"/>
Access: are there any problems		
Narrow entry / exit	<input type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>
Locked doors / gates	<input type="checkbox"/>	<input type="checkbox"/>
Is forced access required	<input type="checkbox"/>	<input type="checkbox"/>
Emergency services called	<input type="checkbox"/>	<input type="checkbox"/>
Is site a crime scene	<input type="checkbox"/>	<input type="checkbox"/>
Permission to enter	<input type="checkbox"/>	<input type="checkbox"/>
Is exit route clear of all moveable obstructions	<input type="checkbox"/>	<input type="checkbox"/>

**Section 2 Preparation for removal**

Is weight of person known	<input type="checkbox"/>	<input type="checkbox"/>
Additional manpower required	<input type="checkbox"/>	<input type="checkbox"/>
Protective clothing required:		
Mask	<input type="checkbox"/>	<input type="checkbox"/>
Coverall	<input type="checkbox"/>	<input type="checkbox"/>
Gloves	<input type="checkbox"/>	<input type="checkbox"/>
Overshoes	<input type="checkbox"/>	<input type="checkbox"/>

**Section 3 Removal**

Means of transportation:

Body bag	<input type="checkbox"/>	<input type="checkbox"/>
Stretcher	<input type="checkbox"/>	<input type="checkbox"/>
Flexi-Bag	<input type="checkbox"/>	<input type="checkbox"/>
Agree leader for lift		
Agree method of removal		
Use of passenger or goods lift	<input type="checkbox"/>	<input type="checkbox"/>
Prepare vehicle to receive body		

**Section 4 Mortuary**

Move body into mortuary		
Signed details in:	<input type="checkbox"/>	<input type="checkbox"/>
Security re-established	<input type="checkbox"/>	<input type="checkbox"/>

## **Supplementary Risk Assessment**

*If incorrect address:* Contact Coroner's office for confirmation of further action.

*If incorrect name:* Contact coroner's office for confirmation of further action.

*If contagious disease:* Full protective clothing to be worn. Each team member to check the others that all clothing is correct with no openings or tears visible and masks tied securely.

*Narrow Entry or exit:* Check and agree method of removal. Seek assistance from emergency or other services where two or four team members cannot remove the body without risk of strain or injury.

*Stairs:* If the stairs are too narrow or have too tight a turn to enable the safe removal of the body seek assistance from the Emergency services.

*Forced Access:* Seek assistance from Police or Emergency services.

*Crime Scene:* Seek permission of Police for entry.

*Access Exit obstructed:* If objects are not heavy or very bulky move them to provide an unobstructed exit route. If the objects are not easily moved seek assistance.

*Assess weight of person,* If the weight is in excess of 70 kg. Do not lift without assistance. Where a visual assessment suggests the person weighs in excess of 124 kg then a second lifting team is required. Team leader to decide on method of lift and control timing.

*Use of passenger or goods lift in multi storey building:* Before use seek assistance in controlling access to lift by other persons either by one person using the stairs and cancelling lift calls or with help from Police or Emergency services. If tannoy available in commercial premises arrange warning call.

*Mortuary Security:* Ensure any Mortuary doors are made secure after leaving building.

<b>ACTIVITY</b>		<b>MANUAL HANDLING</b>	
<b>HAZARDS IDENTIFIED</b>			
BACK INJURIES		SLIPED DISCS, HERNIAS	
TRIPS / FALLS/STRAINS		CRUSHED HANDS / FEET / FINGERS	
<b>PERSONS AFFECTED</b>		OPERATIVES	
<b>RISK RATING</b>	BEFORE CONTROLS: MEDIUM		AFTER CONTROLS: LOW
<b>CONTROL MEASURES</b>			
1	Ensure floor is clear and free from obstructions. Provide adequate lighting & ventilation		
3	Warm up muscles before commencing any lifting operations		
4	<p>Assess load before lifting to see if assistance is required – ENSURE SUFFICIENT PERSONS ARE AVAILABLE</p> <p><i>Assess weight of person</i>, If the weight is in excess of 70 kg. Do not lift without assistance. Where a visual assessment suggests the person weighs in excess of 124 kg then a second lifting team is required. Team leader to decide on method of lift and control timing.</p>		
5	Use mechanical means (trolley, etc.) for assistance where possible		
6	Use proper handles, handholds or carrying device where possible		
7	If the stairs are too narrow or have too tight a turn to enable the safe removal of the body seek assistance from the Emergency services.		
8	<i>Access Exit obstructed</i> : If objects are not heavy or very bulky move them to provide an unobstructed exit route. If the objects are not easily moved seek assistance.		
9	Face the direction the load is being transported to in order to avoid turning		
11	Bend from the knees, not the back – keep back straight at all times and carry load close to trunk		
12	Avoid holding load away from trunk, twisting and stooping and handling whilst seated		
13	Plan sufficient rest & recovery periods, avoid carrying load over long distances & holding static pose		
<b>EMERGENCY PROCEDURES</b>		To be advised at site induction. Access/egress points to be kept clear	
<b>MONITORING</b>		Regular site management inspections to ensure control measures in place	
<b>P.P.E</b>		Gloves, safety footwear	
<b>TRAINING</b>		Fully trained or undergoing supervised training in Manual Handling	

ASSESSED BY:

SIGNED:

DATE: