



Introduction

Following are Safety Rules for activities which may be undertaken in your Parish. These rules are generic. It is important you review these rules with reference to your own situation and tailor them where necessary. Follow the Risk Management Policy, and assess the risk of the activities in your Parish. Where the risk is high, a formal safe work procedure may be required.

A safe work procedure:

- notes the hazards / risks identified;
- specifies the PPE required;
- specifies the actions required in preparation for the activity (eg checking and clearing the area to minimise flying debris when mowing)
- specifies the **step-by-step** procedure, including safety directions, for doing the task
- specifies the actions required on completion of the task to ensure ongoing safety (eg checking and cleaning the lawn mower prior to putting it away)
- specifies precautions required for safety (eg cordoning off an area, using a second worker as a spotter, etc)

Safety Rules and Safe Work Procedures for your Parish **must** be completed in consultation with the workers (including volunteers) or their representative who actually do the job. You should also note there are legal precedents where the existence of a generic safe work procedure has not been considered sufficient by the judge. You should document any review and consultation undertaken.

Safety Rules / Safe Work Procedures should be displayed next to the equipment to which they relate so they are easily accessible to workers.