

FHRC Policies

In order to satisfy City Council Regulations and receive an Annual Grant the FHRC must have a set of Policies (Health and Safety, Equality, Green/Environmental, Data Protection). These must be approved at an Annual General Meeting of the Friends, then reviewed and updated, if required, either annually (Health and Safety) or every two years (the other three Policies).

FHRC Privacy and Data Protection Policy

For review **every two years**, next due in **2024**

The text of this Policy has been adopted from the General Data Protection Regulations (GDPR), May 2018. As no subsequent Regulations have been published, we are required to continue to abide by the set of Regulations below (until 2024).

Introduction

The General Data Protection Regulations (GDPR, May 2018) apply to all 'personal' data held on a computer by any organisation. The personal data held by FHRC for each member consists of name, address, telephone number, email address and a record of their subscription payments and donations. As these records for all members are held on computers by FHRC then even if a member is not online they must still be made aware of the FHRC Data Protection Policy and provide appropriate acknowledgement of this awareness.

How we use personal data

All personal data is treated strictly in accordance with the General Data Protection Regulations (GDPR, May 2018) This means that, as outlined below, confidentiality will be maintained and appropriate security measures are taken to prevent unauthorised disclosure.

FHRC is not registered under the Act, being such a small organisation. However, we are still required by law to comply with the requirements of the Act.

Our procedures around data protection and confidentiality are:

Usage

At the time of joining and upon annual renewal of membership members will be informed how and why their data is being collected and what it will be used for. Permission will be required from each member at these times for us to hold and use this data.

In accordance with the Act, FHRC will only use the personal data that members have chosen to provide for which it was requested. FHRC will not use it for any other purpose without the prior consent of those concerned.

Furthermore FHRC will not disclose personal data to any organisation or person outside FHRC without prior explicit or implied consent of those concerned, unless under a legal obligation to do so. FHRC recognises that it is a criminal offence to pass personal data to anyone who is not entitled under the Act and other legislation to have access to it.

Storage and Access

All personal data held by FHRC is kept with the consent of those who have provided it; password-protected where held on a computer and securely where kept on paper. Access is controlled and limited to only those on the Committee of FHRC with a need to use it. Any individual about whom FHRC holds personal data shall be given access to the data held about them on request. FHRC will ensure that the rights of such individuals can be fully exercised at all times.

Handling and Retention

FHRC will not keep personal data for longer than necessary. In particular data will be removed within 6 months of receipt of formal notification of termination of membership.

FHRC will take reasonable steps to ensure that all personal data we hold is up to date.

Disposal

All paper records will be shredded on disposal. Computer records will be securely deleted.

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FHRC Health and Safety Policy

For review **annually**, next due in **2024**

Introduction

The Friends of Histon Road Cemetery (FHRC) Management Committee has overall responsibility for health and safety in the organisation and for ensuring that it fulfils all its legal responsibilities. It recognises that it is the duty of Committee members and volunteers to uphold this policy and to provide the necessary funds and resources to put it into practice. The FHRC Management Committee is committed to ensuring that all its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors, ensuring that risks to volunteers, members and visitors are minimised at all times. It will observe the Health and Safety at Work Act 1974 (HASAWA) and all relevant subsequent regulations and codes of practice made under it.

1. The FHRC Health and Safety Officer's (HSO's) Responsibilities

- a. The HSO is responsible for the implementation and monitoring of health and safety policies and recommending changes where necessary.
- b. The Secretary of the FHRC Committee is currently the Health and Safety Officer.
- c. All accidents or unsafe incidents will be investigated by the HSO on behalf of the Committee as soon as possible and reported to the Committee at the next available meeting.
- d. The FHRC HSO is responsible for:
 - Conducting an annual assessment of the risk to the health and safety of volunteers, Friends and visitors and identifying what measures are needed to comply with its health and safety obligations;
 - Ensuring that venues or vehicles used for Cemetery purposes are safe and without risk to health including safe ways of entering and leaving;
 - Ensuring that gardening equipment is safe and well maintained;

- Providing information, instruction, training and supervision to volunteers in safe working methods and procedures as required;
- Encouraging volunteers and Friends to co-operate in ensuring safe and healthy conditions and systems by effective joint consultation;
- Establishing emergency procedures as required;
- Contacting the City Council to conduct a needle sweep as required (e.g. before special work parties and events);
- Ensuring that the Project Organiser for each event or working party has exchanged necessary phone numbers with others involved.

2. Volunteer Responsibilities

All Volunteers (both members and non-members of FHRC) will ensure that:

- a. They are aware of the contents of this safety policy;
- b. They comply with this policy;
- c. They take care of themselves and others who may be affected by their actions or omissions;
- d. They report all accidents or risks identified to the Project Organiser or another Committee member at once and see that this is reported to the FHRC HSO for the Records
 - The HSO will record accidents or identified risks in the Accident File of the Health & Safety Records
- e. They are aware of all fire procedures for the area in which they are working
- f. If they identify potential risk, they report it to the HSO.

3. Risk Assessments

The FHRC Health and Safety Officer will ensure that all premises and tasks are assessed in line with the current relevant legislation. This task may be undertaken if necessary in collaboration with an appropriate City Council Officer. Assessments will be repeated when there is

- an event to organise
- a change in legislation
- a new task
- new gardening equipment

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FHRC Equality Policy

For review **every two years**, next due in **2024**

Clause 1

Membership of the Friends shall be open to all who support the objectives of the organisation, regardless of the Protected Characteristics as listed under current national Equality Policies, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Clause 2

Membership of the committee is open to all Friends who stand for election at the AGM.

Clause 3

Volunteers to assist the Committee with group activities are recruited from the Friends and from the local community in conformity with the Protected Characteristics in Clause 1.

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FHRC 'Green' or Environmental Policy

For review **every two years**, next due in **2024**

Introduction

The Friends of Histon Road Cemetery (FHRC) assist the City Council in caring for Histon Road Cemetery, a green space in Arbury. We are committed to preserving and caring for the site as a place of Remembrance, History and Nature. Our actions and this policy seek to promote our commitment to these three areas and to best resolve any conflict between their different needs.

Policy

It is FHRC policy to protect and improve the local environment at all times by:

- collaborating and assisting with the City Council's management , maintenance and conservation policies;
- being mindful, through intelligent use and recycling of materials, of the potential impact on the environment of all of their activities;
- complying with Historic England's conservation requirements for a Grade 2* Listed Site;
- reviewing the potential impact of all FHRC activities on wildlife abundance and diversity in the Cemetery.