Risk Assessment

Activity: Cemetery (general)		Assessment date: 01/05/25 (JL-Clerk)		Review date: 01/05/26	
HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	FUTURE WORK	RISK LEVEL	TARGET DATE/BY WHOM
Surfaces – paths and open grassips/trips)	Employees, public, gravediggers, burial works people, contractors	Regular mowing of grass. Caretakers can carry out extra cuts with Parish vehicle. Rapid response to repairs. Warning of uneven surfaces (signs in place)	Path maintenance – AB to weedkill. Removal of logs.	Low	**Clerk to liaise with Amenity Caretakers**
Fencing, cemetery wall, hedges and railings – injury due to poor maintenance	Employees, public, contractors	Regular inspection (recorded hazards/action taken). Rapid response to repairs.	Hedge maintenance.	Low	Ongoing Fencing to be addressed at rear and side of Cemetery – aesthetic
Dog fouling – ill health	Employees, public, gravediggers, burial works people, contractors	Grass cleared before mowing. Bin on site.		Low	Ongoing
Gates – injury due to poor maintenance	Employees, public, gravediggers, burial works people, contractors	Closures inspected regularly and findings recorded. Rapid response to repairs.	Cleaning and maintenance.	Low	Ongoing
Bins – injury due to poor maintenance	Employees, public	Inspected regularly and condition recorded as well as action taken. Rapid response to repairs.	Inspected monthly.	Low	Ongoing
Noticeboard – injury due to poor	Employees, public, contractors	Inspected regularly and condition recorded as			

maintenance		well as action taken. Rapid response to repairs. Maintenance carried out.	Inspected monthly.	Low	Ongoing
Seating – injury due to poor maintenance	Employees, public	Inspected regularly and condition recorded as well as action taken. Rapid response to repairs. Annual maintenance to be carried out.	Inspected monthly.	Low	Village walk to encompass **(Old bench removed)**
Trees – injury from poor maintenance and extreme weather conditions.	Employees, public, gravediggers, burial works people, contractors	Inspected regularly and condition recorded as well as action taken. Rapid response to ill health. Annual maintenance to be carried out.	Inspected monthly – tree works carried out in 2024. Last tree survey 02/05/23 – next survey 2026.	Low	Ongoing.
Unstable Memorials – injury due to poor maintenance	Employees, public, gravediggers, burial works people, contractors	Strategy for memorial maintenance in place. Professional inspection every 3 years. Regular inspection by PC staff with recording of concerns.	Inspected monthly.	Low	Memorial safety survey took place in 2023. Unsafe memorials made safe. **Clerk to arrange repair by EROM holders. Memorial straightening to be addressed.**
Grave curbs and sunken graves – injury due to poor maintenance	Employees, public, gravediggers, burial works people, contractors	Routine inspection for defects. Rapid response to repairs. No further grave curbs.	Inspected monthly.	Medium	**Amenity Caretakers to begin leveling graves with top soil (April PC minutes). Clerk to advise EROB holders/relatives**.
Record keeping not up to date, inaccurate maps/information	Parish Council and users	Clerk to input all data onto Scribe Cemetery	Clerk to finalise data inputting.	Medium	**All data input and maps redrawn - (Cllr Arscott completed in 2024)**