Risk Assessment

Activity: New Churchyard and Garden of Remembrance		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 grass (slips/trips)	Employees, public, gravediggers, burial works people, contractors	Regular mowing of grass. Rapid response to repairs.	Path maintenance - **Ringway carried out in 2024 through community programme)**	Low	HDC to take over maintenance at request of PCC
Fencing, Church wall, hedges and railings – injury due to poor maintenance	Employees, public, contractors	Regular inspection (recorded hazards/action taken). Rapid response to repairs.	Annual GOR railings clean by Amenities Caretaker - **(done Mar25)**	Low	Ongoing
Dog fouling – ill health	Employees, public, gravediggers, burial works people, contractors	Bin on site. Grass cleared before mowing.	No dogs sign to be in place.	Low	**Sign purchased and in place – Jan25**
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/emptied weekly	Low	Ongoing **New bin in place in GoR**
Seating – injury due to poor maintenance	Employees, public	Inspected regularly and condition recorded as well as action taken. Rapid response to	Inspected monthly.	Low	Village walk to encompass Church/GoR bench – **Both benches had maintenance**

		repairs. Annual maintenance to be carried out.			**works carried out in 2024 – aesthetic**
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 – trees added to the tree survey in Churchyard and GOR.	Low	Tree survey to took place in May 2023 – next survey 2026. **Tree maintenance took place in 2024.**
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 (training first).	Inspected monthly.	Low	Memorial safety survey took place in 2023 – unsafe memorials made safe – **Clerk to contact EROM holders to repair (or PC and put charge on grave)**
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	**Ongoing – Amenity Caretakers leveled ground in Feb/Mar 25 with top soil. Residents were advised prior to works.**
Record keeping not up to date, inaccurate maps/information	Parish Council and users	Clerk to input all data onto Scribe Cemetery	Clerk to commence data inputting asap and redrawing all maps.	Low	**All data input by Cllr Arscott in 2024. Maps updated.**