

FLITTON AND GREENFIELD PARISH COUNCIL RISK ASSESSMENT (January 2019)

The Risk Assessment will be based on a visual inspection of facilities and will include:

- Grounds keeping and Maintenance
- Surfaces - Grass and/or Hard
- Security and safety of grave plots/headstones/memorials
- Access - Pedestrian
- Safe usage/working conditions

Contractors operating within the Cemetery must work safely and read this risk assessment prior to commencing their contract.

SUB COMMITTEE RESPONSIBILITY

Cemetery

Risk or Potential Hazard	Method or precautions used to Minimise Risk	Risk Level <i>(with controls)</i> H/M/L	Person Responsibility
<p>Injury caused to public or contractors by breaking/falling tree branches which overhand paths/seating within the cemetery.</p> <p><i>Trees identified:</i></p> <ul style="list-style-type: none"> • <i>Purple leafed tree just inside the cemetery gate / overhanging the seat and path.</i> • <i>Large tree at the far end (beyond the current last burial plots) / overhanging the path and some of the future burials ground</i> • <i>Tree within the hedge, adjacent to cremation interment area / overhanging the walkway to the cremation interment area.</i> • <i>Tree overhanging the external grass verge – almost obscuring the road</i> 	<p>Gardener's work list to include monitoring the condition of tree branches, prune/lop loose/dead branches and remove from cemetery as necessary</p>	Low	Gardening Contractor / Cemetery Committee

<i>sign (although this may be a highways responsibility)</i>			
Injury caused to public or contractors by slipping in wet conditions on moss that is overgrowing pathways beneath overhanging tree branches.	Gardener's work list to include monitoring the condition of pathways beneath overhanging tree branches and treating/removing moss as required to prevent build-up/overgrowth.	Low	Gardening Contractor / Cemetery Committee
Injury caused to public or contractors by tripping /falling on uneven ground created by subsidence of unmarked grave plots.	Gardener's work list to include monitoring the condition of unmarked grave plots and maintaining even ground levels by spreading loose earth over the plot area and allowing the grass to grow back through.	Medium <i>(as there are some close to the path that currently need attention)</i>	Gardening Contractor / Cemetery Committee
	Cemetery committee members to monitor the condition of marked and regularly tended grave plots and issue notice to grave owners to level the ground where subsidence is rendering the ground uneven.	Low	Cemetery committee
	Cemetery committee members to monitor the condition of marked but untended grave plots where no grave owner can be contacted and instruct the gardener to level the ground.	Low	Cemetery committee
Crushing or injury caused to public or contractors by falling, loose or broken memorials/ grave plot edgings.	Cemetery committee to carry out an annual inspection of all headstones to check for stability/signs of damage and either issue notice to the identified grave owner to take remedial action (reinstate or lay flat) or, where the grave owner cannot be contacted, instruct the gardener to lay the stone flat.	Low	Cemetery committee
	Cemetery committee to carry out an annual inspection of all memorial edgings to check for stability/signs of damage and either issue notice to the identified grave owner to take remedial action or, where the grave owner cannot be contacted, instruct the gardener to take remedial action.	Low	Cemetery committee
Trip or cut injury caused to public or contractors by temporary/non-fixed	Cemetery committee to carry out at least 3 inspections annually of all plot and the immediate surrounds to check that all temporary adornments (silk or fresh flowers / vases / stone chippings, etc) are	Low	Cemetery committee

ornaments which overspill permitted plots measurements and which may add further risk if caught and thrown by equipment such as mowers/cutters.	contained within the maximum plot area and either issue notice to the identified grave owner to remove any which do not comply or, where the grave owner cannot be contacted, remove non-compliant ornaments.		
Injury caused to public or contractors by damaged/unstable perimeter fencing.	Gardener to monitor perimeter fences and cut back trees hedging to maintain good access to the fences.	Low	Gardening Contractor
	Gardener to either carry out minor repairs to perimeter fences to maintain good condition or report the need for larger scale repairs to the cemetery committee / report repairs required to fences owned by neighbouring property owners.	Low	Gardening Contractor
	Cemetery committee to arrange for larger scale repairs to be carried out or give notice to neighbouring property owners to carry out repairs where the fencing is owned by neighbours.	Low	Cemetery committee
Injury caused to public or contractors by machinery / tools	All machinery operated within the cemetery is the property of the contractor appointed to carry out works and maintenance/safe operation of machinery remains the contractor's responsibility.	Low	Contractors
	All small-scale tools used by grave owners to tend plots within the cemetery is the property of the grave owner and responsibility for maintenance/safe operation of tools remains the grave owner's responsibility.	Low	Grave Owners
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Pollution caused by any leakages into the water table	Ensure grave diggers report any unusually high levels in the water table which may result in low levels of pollution (number of burials per year is sufficiently low, not to warrant any survey being done)	Low	Cemetery Committee by instruction to Undertakers (Grave diggers)