

# Risk Assessment Form

Activity: Cemeteries - General			Assessment Date: April 2020		Review Date: April 2021	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Defective Surfaces – paths, car park area, Open grass <ul style="list-style-type: none"> <li>Slips / trips</li> </ul>	Employees / public		<ul style="list-style-type: none"> <li>Regular inspections for safety defects</li> <li>Rapid response to repairs</li> <li>Temporary warning signs erected as necessary</li> <li>Mossy areas treated regularly</li> <li>Grass cuttings swept from walkways</li> </ul>		L	
<b>Fencing / walls</b> <ul style="list-style-type: none"> <li>Injury due to poor maintenance</li> </ul>	Employees / public		<ul style="list-style-type: none"> <li>Inspected regularly as well as any action taken</li> <li>Rapid response to repairs</li> </ul>		L	
<b>Dog fouling</b> <ul style="list-style-type: none"> <li>Ill health</li> </ul>	Employees / public	<ul style="list-style-type: none"> <li>Local Dog Warden monitors dog bins provided where there is a persistent problem</li> <li>Grass cleared before mowing</li> </ul>	<ul style="list-style-type: none"> <li>'No Dogs' signs present</li> </ul>		L	

<b>Gates</b> <ul style="list-style-type: none"> <li>Injury due to poor maintenance</li> </ul>	Employees / public		<ul style="list-style-type: none"> <li>Closures inspected regularly</li> <li>Rapid response to repairs</li> </ul>		L	
<b>Bins</b> <ul style="list-style-type: none"> <li>Injury due to poor maintenance</li> </ul>	Employees / public		<ul style="list-style-type: none"> <li>Inspected regularly as well as action taken</li> <li>Rapid response to repairs</li> </ul>		L	
<b>Seating</b> <ul style="list-style-type: none"> <li>Injury due to poor maintenance</li> </ul>	Employees / public	Plastic / durable seating used	<ul style="list-style-type: none"> <li>Inspected regularly as well as action taken</li> <li>Rapid response to repairs</li> <li>Annual maintenance carried out over winter months</li> </ul>		L	
<b>Unstable Memorials</b> <ul style="list-style-type: none"> <li>Injury due to poor maintenance</li> <li>Unstable memorial inspection</li> </ul>	Employees / public  Employees	Inspections advertised in advance and of intended action that is taken if found to be unsafe	<ul style="list-style-type: none"> <li>Programme of inspection and recording 6 monthly and as reported or necessary</li> <li>Hand pressure applied at arms length to face of headstone pushing away from body</li> <li>Report log book and records</li> <li>Copy of cemetery plan</li> </ul>		L	
<b>Grave Kerbs</b> <ul style="list-style-type: none"> <li>Injury due to poor maintenance</li> </ul>	Employees / public		<ul style="list-style-type: none"> <li>Routine inspection for defects</li> <li>Rapid response to repairs</li> </ul>		L	
<b>Vehicles</b> <ul style="list-style-type: none"> <li>Collision with other vehicles and / or pedestrians</li> </ul>	Employees / public		<ul style="list-style-type: none"> <li>Vehicular access restricted and speed limit of 5mph in force</li> </ul>		L	

<p><b>Staff Management</b></p>	<p>Employees Employees / public</p>	<p>Child Protection and Vulnerable Adults</p>	<ul style="list-style-type: none"> <li>• Regular scheduled quarterly and ad hoc meetings as required</li> <li>• Copy of Risk Assessment file on site</li> <li>• Supervision, workload monitoring, management support etc.</li> <li>• BB annual and ad hoc visits by Councillors and Clerk</li> <li>• Arrangements for periodic site visits to assess health and safety</li> </ul>		<p>L L M</p>	
<p><b>COVID - 19</b></p>	<p>Employees Public.</p>	<p>Possible closure of premises Reduced service.</p>	<p>All staff to follow Public Health England guidance. No staff permitted to congregate at the cemetery hut, St Stephens hut or any other town council building or on site. All staff must maintain a minimum of 2 meters apart from members of the public and co-workers. No staff permitted in work that show any Covid-19 symptoms. All surfaces, door handles, bins, machinery, equipment, vehicles, and points of contact to be cleaned with antibacterial surface cleaner. All staff to wear COVID-19 PPE at all times i.e. gloves and approved face masks. Wash COVID-19 PPE and uniform. Wash your hands with warm water and soap on a more regular basis and for 20 seconds, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use antibacterial hand gel as often as possible. Wash hands with warm water and soap or hand gel before smoking and touching any part of the face especially around eyes and mouth. Notify your line manager of possible contamination where the infected person has visited.</p>	<p>Follow Government Guidelines Monitor situation closely.</p>	<p>H</p>	

			<p>Double bin bag all tissues etc.          Handle all waste possibly contaminated material with arms covered and wearing disposable rubber gloves.          Staff to be unobtrusive as possible and have no contact with members of the public.          If members of the public are really not happy with us being on site, then politely leave and report to your line manager immediately.          If necessary, no staff regularly on duty.          If necessary staff to visit only when essential i.e when a funeral is taking place.          Close toilet to members of the public.          Toilet to be used for staff only and when used to be cleaned with antibacterial surface cleaner.          Anti-bacterial surface wipes to be provided in offices, toilets and vehicles.          Stagger breaks.          PPE to be used at all times.          Areas of work to be cordoned off with barrier tape, cones etc and signs to ask members of the public to observe social distancing.          Minimal staff on site at any one time, and social distancing adhered to at all times.</p>			
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**Assessor's signature:**

**Date:**

**Clerk's signature:**

**Date:**