

Risk Assessment Form

Activity: Cemeteries - General			Assessment Date: April 2021		Review Date: April 2022	
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"> Slips / trips 	Employees / public		<ul style="list-style-type: none"> Regular inspections for safety defects Rapid response to repairs Temporary warning signs erected as necessary Mossy areas treated regularly Grass cuttings swept from walkways 		Low	
Fencing / walls <ul style="list-style-type: none"> Injury due to poor maintenance 	Employees / public		<ul style="list-style-type: none"> Inspected regularly as well as any action taken Rapid response to repairs 		Low	
Dog fouling <ul style="list-style-type: none"> Ill health 	Employees / public	<ul style="list-style-type: none"> Local Dog Warden monitors dog bins provided where there is a persistent problem Grass cleared before mowing 	<ul style="list-style-type: none"> 'No Dogs' signs present 		Low	

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

<p>Staff Management</p>	<p>Employees Employees / public</p>	<p>Child Protection and Vulnerable Adults</p>	<ul style="list-style-type: none"> • Regular scheduled quarterly and ad hoc meetings as required • Copy of Risk Assessment file on site • Supervision, workload monitoring, management support etc. • BB annual and ad hoc visits by Councillors and Clerk • Arrangements for periodic site visits to assess health and safety 		<p>Low Low Medium</p>	
<p>COVID - 19</p>	<p>Employees Public.</p>	<p>Possible closure of premises Reduced service.</p>	<p>All staff to follow Public Health England guidance.</p> <p>No staff permitted to congregate at the cemetery hut, St Stephens hut or any other town council building or on site.</p> <p>All staff must maintain a minimum of 2 meters apart from members of the public and co-workers.</p> <p>No staff permitted in work that show any Covid-19 symptoms.</p> <p>All surfaces, door handles, bins, machinery, equipment, vehicles, and points of contact to be cleaned with antibacterial surface cleaner.</p> <p>All staff to wear COVID-19 PPE at all times i.e. gloves and approved face masks.</p> <p>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.</p> <p>Use antibacterial hand gel as often as possible.</p>	<p>Follow Government Guidelines Monitor situation closely.</p>	<p>High</p>	

			<p>Wash hands with warm water and soap or hand gel before smoking and touching any part of the face especially around eyes and mouth.</p> <p>Notify your line manager of possible contamination where the infected person has visited.</p> <p>Double bin bag all tissues etc.</p> <p>Handle all waste possibly contaminated material with arms covered and wearing disposable rubber gloves.</p> <p>Staff to be unobtrusive as possible and have no contact with members of the public.</p> <p>Toilet to be cleaned and sanitised daily with anti-bacterial sanitising solution and open to members of the public when a the Cemetery Duty Warden is on site.</p> <p>Anti-bacterial surface wipes to be provided in offices, toilets and vehicles. Stagger breaks.</p> <p>PPE to be used at all times.</p> <p>Minimal staff on site at any one time, and social distancing adhered to at all times.</p>			
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<p>Assessor's signature: Richard Enticknap – Service Delivery Manager</p> <p>Date: 15/04/2021</p>	<p>Clerk's signature:</p> <p>Date:</p>
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