

# Risk Assessment Form

Activity: Cemeteries - General			Assessment Date: April 2021		Review Date: 20/09/2021	
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>		Low	
<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>		Low	
<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>		Low	

<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>		Low	
<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>		Low	
<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>		Low	
<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>		Low	
<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>		Low	
<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>		Low	

<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>Low Low Medium</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.</p> <p>Only 2 members of staff permitted to congregate at the cemetery hut or St Stephens hut</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 when in the buildings i.e. 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. Wash hands with warm water and soap</p>	<p>Follow Government Guidelines Monitor situation closely.</p>	<p>High</p>	

			<p>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 minimal contact with members of the public at a social distance of 2m minimum.</p> <p>Toilet to be cleaned and sanitised daily with anti-bacterial sanitising solution and open to members of the public when a 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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**Assessor's signature: Richard Enticknap – Service Delivery Manager**

**Date: 20/07/2021**

**Clerk's signature:**

**Date:**