**Trowse with newton Parish Council**

**Whitlingham Lane Cemetery – Risk Assessment**

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| **Activity** | **Hazards / Risks**  Think about the areas where contact takes place | **Persons Affected**  Think of anyone who comes into contact | **Likelihood**  1 = Seldom  2= Frequently  3= Certain or near certain | **Severity**  1 = Low  2 = Medium  3= High | **Risk Rating**  1-2 = Low  3-4 = Medium  6-9 = High priority | **Reducing Risk** Think of which prevention strategy that could be used in each scenario. | **Action Plan**  What needs to be done and by whom? |
| **Grass Cutting** | Grass cutting in cemeteries using ride on mowers, strimmer’s and other tools  Injury to operator; burns, cuts, bruises, damage to hearing and eyes, including broken bones, dust inhalation, and being hit by projectiles. |  | **2** | **2** | **4** | Contractors to have their own Risk Assessment in place as well as public liability insurance of at least £5m. Contractors to use equipment fit for purpose and ensure it is well maintained and used to manufacturer’s specification. Contractors to wear PPE and ensure area is clear of litter, stones, and debris before commencing any cutting/strimming. | Risk Assessment and Policy to be reviewed annually. Always have a copy of the contractor’s insurance certificate and risk assessment on file. |
| **Entrance gate metal** | Falling over stays, trapping fingers in hinges | Staff  Visitors  Contractors  Funeral directors | **1** | **1** | **1** | Handyman to check gate is in good working order and stays are solid | Regular Inspection by Parish Council |
| **Driving – lawn mowers, hearses or mechanised digging equipment** | traffic accidents | Injury to operatives/consistent with this type of incident or members of the public | **1** | **2** | **2** | Only authorised vehicles allowed in the cemetery (i.e. Staff, Contractors or Funeral Directors) | Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees and members of the public |
| **Operating equipment (inc. grass and hedge cutting)** | Fire/operating accidents  Injury to operatives/burns/cuts/foreign bodies in eyes/smoke inhalation/ingestion | Contractors  staff | **2** | **2** | **4** | The Parish Council ensures they employ reliable and competent Contractors | Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees |
| **Excavations/ground works** | Falling/tripping injuries to back, sprains, strains, musculoskeletal injuries, cuts and bruises | Visitors  Staff  Contractors | **1** | **2** | **2** | The Parish Council ensures the use of experienced Funeral Directors | Funeral Directors will be liable for their own Health & Safety measures |
| **Grave digging** | Infectious disease control Infection of employees of Funeral Directors | Sexton | **1** | **1** | **1** | The Parish Council ensures they employ reliable and competent Contractors | Sexton will be liable for their own Health & Safety measures |
| **Memorial Inspection** | Cuts, bruises, crush injuries | Staff    Visitors    Contractors  Funeral directors | **2** | **2** | **4** | Once every 5 years memorials are hand checked to ensure stability. Memorials that are unstable will be laid down and the family notified in order that they can arrange refixing. | Specialist contractors are to be appointed to carry out Memorial Inspections.  Inspectors must be NAMM or  BRAMM trained and have passed the City & Guilds Certificate of Competence for the safety inspection and assessment of memorials |
| **Pathways** | Slips/trips. | Staff  Visitors  Contractors  Funeral directors | **2** | **2** | **4** | Regular inspections for safety defects (recorded).  • Rapid response to repairs.  • Temporary warning signs erected as necessary.  • Mossy areas treated regularly.  • Grass cuttings swept from walkways.  Contracted Groundsman to ensure all footpaths are kept clear of trip and slip hazards such as branches, and dead leaves. Relevelling of burial ground to be carried out periodically. | Regular inspections for safety defects |
| **Bins** | Injury due to poor maintenance. | Staff  Visitors  Contractors  Funeral directors | **1** | **1** | **1** | Ensure they are secured so they do not blow around Ensure they are emptied regularly to stop pest infestation and that rubbish is not left lying around Ensure lids are secured | Waste is regularly collected and bins inspected by Parish Council. |
| **Notice Board** | Injury due to poor maintenance. | Staff  Visitors  Contractors  Funeral directors | **1** | **1** | **1** | Ensure notice board is secure and locked shut  Ensure contact details are in there so that any incidents can be reported |  |
| **Garden of Rest** | Tripping causing bruises, sprains, musculoskeletal injuries | Staff  Visitors  Contractors  Funeral directors | **1** | **1** | **1** | Ensure walkways are kept clear Boundaries of garden of rest is secure  All memorial stones installed by BRAMM registered stonemason All tributes kept within allocated grave space. | Regular inspection by Parish Council.  Completion of Cemetery Checks form. |
| **Weedkilling** | Chemical burns/breathing problems | Staff  Visitors |  |  |  | The Parish Council does not permit the use of chemical weedkillers |  |
| **Water taps** | Freezing during cold weather  Tap left open causing slippages on footpaths  Not drinking quality - risk of infection if consumed. | Staff  Visitors  Contractors  Funeral directors | **1** | **1** | **1** | Ensure they are easy to turn on and off Check for leakage Stable and safely secured | Provision of sign - ‘No drinking / turn of after use’. |
| **Benches** | Tripping causing bruises, sprains, musculoskeletal injuries | Staff  Visitors  Contractors  Funeral directors | **1** | **2** | **2** | Kept maintained No loose wood that can cause splinters No loose panels Memorial plagues secured | Regular Inspection by Parish Council |
| **Cemetery Storage Unit** | Tripping  Damaged unit – debris falling causing injury. | Staff  Visitors  Contractors  Funeral directors | **1** | **2** | **2** | Door secured safely  Roof in good repair  No trip hazards around the perimeter of storage unit | Regular inspections by the Parish Council |
| **Trees** | Low hanging branches / boughs and roots breaking surface.  Physical injury caused through contact with eyes or by tripping / falling.  Danger of decay causing tree to fall. | Staff  Visitors  Contractors  Funeral directors | **2** | **3** | **6** | Branches not overhanging pathways  Tress not to high  Trees stable and able to withstand strong winds  Roots of trees not encroaching on grave spaces  Branches stable  Tree survey undertaken every 3 years | Regular checks by the Parish Council and use of approved contractors to carry out any work required. |
| **Bushes around boundary** | Tripping  Dying bushes causing debris on pathways | Staff  Visitors  Contractors  Funeral directors | **1** | **1** | **2** | Cut back to a reasonable size  Not encroaching on grave spaces  Roots not encroaching onto graves  Not encroaching onto walkways | Regular inspections by the Parish Council and use of approved contractors for work required. |
| **Flower beds** | Tripping – causing musculoskeletal injury, bruising, broken bones.  Ingestion of poison | Staff  Visitors  Contractors  Funeral directors | **1** | **1** | **1** | Lose stones  Poisonous flowers | Regular inspections by the Parish Council |