

Swaffham Prior Parish Council Risk Assessment for Cemetery.

Activity	Potential Hazards	What risks do they pose	Control measures	Risk Level (High, Medium, Low)	Additional measures?
Driving – lawn mowers, hearses or mechanised digging equipment	Traffic accidents	Injury to operatives/consistent with this type of incident or members of the public	Only authorised vehicles allowed in the cemetery (i.e. Contractors or Funeral Directors)	Low	Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees and members of the public
Excavations/ground works	Falling/tripping injuries to back, sprains, strains, musculoskeletal injuries, cuts and bruises	Injury to employees of Funeral Directors	The Parish Council ensures the use of experienced Funeral Directors and grave diggers	Low	Funeral Directors and grave diggers will be liable for their own Health & Safety measures
Grave digging	Infectious disease control	Infection of employees of Funeral Directors	The Parish Council ensures the use of reliable and competent Contractors	Low	Funeral Directors will be liable for their own Health & Safety measures
Memorial Inspection	Checking memorials for stability and repair.	Cuts, bruises, crush injuries Injury to members of the public, contractors or funeral directors employees	Memorial Inspections to be carried out by individuals that have successfully completed the ICCM 'Management of Memorials' workshop. Untrained individuals are not permitted to carry out testing. Memorials that are unstable will be made safe and the family notified in order that they can arrange refixing.	Medium	

Grave and row markers	Tripping causing bruises, sprains, musculoskeletal injuries	Injury to members of the public, contractors or funeral directors employees	Grass cut on a regular basis to ensure that all kerbs are visible	Medium	Regular inspection by Parish Council
Uneven and/or slippery surfaces	Slips, trips, and falls.	Injury to members of the public and contractors	Ensure all footpaths are kept clear of trip and slip hazards such as branches, and dead leaves. Releveling of burial ground to be carried out periodically.	Low	Create and install a safety notice about the hazards
Cemetery Gates	Falling over stays, trapping fingers in hinges	Injury to members of the public, contractors or funeral directors' employees	Regular checks that gate is in good working order and stays are solid	Low	Regular Inspection by the Clerk.
Grass Cutting	Grass cutting in cemeteries using ride on mowers, strimmers and other tools.	Injury to operator; burns, cuts, bruises, damage to hearing and eyes, including broken bones, dust inhalation, and being hit by projectiles.	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/trimming.	Low	Risk Assessment and Policy to be reviewed annually. Always have a copy of the contractor's insurance certificate and risk assessment on file.
Weedkilling	Chemical burns/breathing problems	Injury to contractors and members of the public	The Parish Council ensures they employ reliable and competent contractors	Low	Contractors will be liable for their own COSHH assessment

Tree or Branches Falling	Working on trees with machinery, ladders and hoists including felling, pruning, and lopping.	Injury to contractors and members of the public.	All trees are maintained and inspected by a qualified tree surgeon. An arboriculturist carries out a regular tree survey to check for defects, to ensure the safety and health of the trees.	Low	
Disregard for the burial ground and its contents	Disrespect of the burial ground	Dogs being exercised off their leads. Anti-social behaviour resulting in bottles, cans, and other litter. Drug related activities and associated litter. Gravestones being vandalised.	Notices have been installed informing all visitors of the rules.	Low	Regular review of the burial ground to ensure rules are being followed. Work closely with the local PCSOs to ensure the area is visited regularly and problems dealt with swiftly
Lone Working	Accidents, aggression, or intimidation from others. Illness.	Psychological and physical injuries.	All contractors and the clerk are advised to carry a charged mobile phone with them. The clerk to notify another member of council that they are to work alone in the cemetery and to contact the Police if they experience unwanted or aggressive behaviour from members of the public.	Low	

Adopted:

Review: