

Pilning & Severn Beach Parish Council

RISK ASSESSMENT FORM

Area: Cemetery
Assessment date: November 2024
Review date: November 2025

HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL/ FREQUENCY OF REVIEW	TARGET DATE & BY WHOM
Potholes - Slips, trips and falls	Employees / public	<ul style="list-style-type: none"> Grass areas inspected when cut and any issues recorded. Holes backfilled. 		Low Annually	
Trees - Collapse Structural damage and injury	Employees / public	<ul style="list-style-type: none"> Fallen branches are cordoned off and the tree surgeon contacted to rectify the problem. Pilning & Severn Beach Parish Council has a Tree Management Policy Trees are inspected by an Arboriculturist 	Dangerous trees/branches to be removed.	Medium Quarterly	
Benches / bins - Injury	Employees / public	<ul style="list-style-type: none"> Bins provided and emptied by South Gloucestershire Council Any damage / vandalism formally reported and repaired. Pilning & Severn Beach Parish Council does have a memorial bench policy Earmarked funds are set aside for the repair and replacement of benches 	Urgent works to benches are carried out when required.	Low Annually	
Footpaths - Trips, slips, falls	Employees / public	<ul style="list-style-type: none"> Paths checked regularly for signs of damage. Leaf clearance carried out when required. 		Low Annually	

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		<ul style="list-style-type: none"> • Grass growing over path edging is cut back when required. • Defects on paths repaired when necessary. • Damage to footpaths caused by tree roots monitored and actioned where damage is likely to pose a trip hazard. 			
Uneven graves - Trips, falls	Employees / public	<ul style="list-style-type: none"> • Graves and memorials are formally inspected. • Any damage / vandalism formally reported is acted on. 		High Quarterly	
Lone working	Employees / Cllrs/ Contractors.	<ul style="list-style-type: none"> • Staff / Cllrs to carry mobile phones on them when visiting the cemetery. • Staff to make colleagues aware that they are visiting the cemetery. Cllrs to make someone aware they are visiting the cemetery. • Staff to be accompanied if meeting residents or feel uncomfortable visiting alone. 		Medium Quarterly	
Unstable memorials - Injury	Employees / public	<ul style="list-style-type: none"> • Memorials only to be installed by registered stone masons. • Memorials inspected by contractor and the recommended action taken. • No Health and Safety assessment of the memorials has been carried out, in the last 10 years 	Inspection to take place every 5 years.	High Annually	As per uneven graves.
Falling into newly dug grave space	Employees / public	<ul style="list-style-type: none"> • Grave diggers to be insured and competent. All insurance and risk 	Cemetery Clerk makes sure that mourners during the funeral are kept back from the grave	Low Annually	

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- injury		<p>assessment documents are kept on file.</p> <ul style="list-style-type: none"> • Use of locked covers by grave diggers. • Funeral directors to direct public away from dug graves. 			
Collapsing of grave space - injury	Employees / public	<ul style="list-style-type: none"> • Grave diggers to be insured and competent. 		Medium Annually	
Interment in wrong grave space - Distress to families, records incorrect	Public / PSB Parish Council	<ul style="list-style-type: none"> • Maps of graves are updated after every interment and against the burial records • New graves are identified by Cemetery Clerk and Grave Digger is informed by visual marker and descriptive area, Cemetery Clerk Checks the grave dug, or attends the grave opening. 		Low Annually	Cemetery Clerk
Use of equipment / tools - Trips, falls, injury	Employees / public	<ul style="list-style-type: none"> • All contractors to have public liability insurance. • All contractors to be aware that the cemetery is open to the public daily. • Parish Clerk requests insurance details from contractors working in the cemetery. 		Low Annually	Parish Clerk

Assessor's signature:

Odile McIntosh

Date: November 2024
