

*Risk assessment form*

*Activity: Cemeteries and closed churchyards*

*Assessment date:10/03/2012*

*Review date: May 2016*

	<i>People at risk</i>	<i>Optional controls</i>	<i>Our controls</i>	<i>Our future controls</i>	<i>Risk level</i>	<i>Target date &amp; by whom</i>
<b>Defective surfaces – paths, car park area, open grass</b> - Slips/trips.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>Regular inspections for safety defects (recorded).</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>	<ul style="list-style-type: none"> <li>Rapid response to repairs.</li> <li>Temporary warning signs erected as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Regular inspections for safety defects (recorded).</li> </ul>	Low	<b>Continuous - Committee</b>
<b>Fencing/walls</b> - Injury due to poor maintenance.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>Inspected regularly and findings recorded, as well as any action taken.</li> <li>Defects repaired according to the risk posed.</li> </ul>	<ul style="list-style-type: none"> <li>Defects repaired according to the risk posed.</li> </ul>	<ul style="list-style-type: none"> <li>Inspected regularly and findings recorded, as well as any action taken.</li> </ul>	Low	<b>Continuous - Committee</b>
<b>Dog fouling</b> - Ill health.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>'No Dogs' signs present.</li> <li>Dog bins provided where there is a persistent problem.</li> <li>Grass cleared before mowing.</li> <li>Request local dog warden monitors.</li> </ul>	<p>'No Dogs' signs present.</p> <p>Dog bin provided.</p>		Low	<b>Committee</b>
<b>Gates</b> - Injury due to poor maintenance.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"> <li>Closers inspected regularly and findings recorded.</li> <li>Defects repaired according to the risk posed.</li> </ul>	<ul style="list-style-type: none"> <li>Defects repaired according to the risk posed.</li> </ul>		Low	<b>Continuous - Committee</b>

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<i>Hazard and risk</i>	<i>People at risk</i>	<i>Optional controls</i>	<i>Our controls</i>	<i>Our future controls</i>	<i>Risk level</i>	<i>Target date &amp; by whom</i>
<p><b>Bins</b> - Injury due to poor maintenance.</p>	<p>Employees Contractors Members of the public Trespassers</p>	<ul style="list-style-type: none"> <li>Inspected regularly and condition recorded as well as action taken.</li> <li>Defects repaired according to the risk posed.</li> </ul>	<p>No bins provided</p>		<p>N/A</p>	
<p><b>Unstable memorials</b> - Injury due to poor maintenance.</p>	<p>Employees Contractors Members of the public Trespassers</p>	<ul style="list-style-type: none"> <li>Formal strategy/policy for memorial maintenance in place.</li> <li>Programme of inspection and recording.</li> <li>Inspections and intended action if memorial found to be unsafe advertised in advance.</li> <li>Risk assessment in place for employees carrying out memorial inspections.</li> <li>New memorials installed to National Association of Monumental Masons (NAMM) standards by NAMM accredited masons.</li> </ul>	<ul style="list-style-type: none"> <li>New memorials installed to National Association of Monumental Masons (NAMM) standards by NAMM accredited masons.</li> </ul>	<ul style="list-style-type: none"> <li>Programme of inspection and recording.</li> </ul>	<p>Low</p>	<p><b>Continuous - Committee</b></p>
<p><b>Grave kerbs</b> - Injury due to poor maintenance.</p>	<p>Employees Contractors Members of the public Trespassers</p>	<p>Routine inspection for defects. Defects repaired according to the risk posed. Policy to remove or bury on plots.</p>	<p>Routine inspection for defects.</p>		<p>Low</p>	<p>Continuous - Committee</p>

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<b>Seating</b> - Injury due to poor maintenance.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"><li>• Inspected regularly and condition recorded as well as action taken.</li><li>• Defects repaired according to the risk posed.</li><li>• Plastic/durable seating used.</li><li>• Annual maintenance carried out over winter months.</li></ul>	<ul style="list-style-type: none"><li>• Defects repaired according to the risk posed.</li></ul>	<ul style="list-style-type: none"><li>• Inspected regularly and condition recorded as well as action taken.</li></ul>	Low	<b>Continuous - Committee</b>
<b>Vehicles</b> - Collision with other vehicles and/or pedestrians.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"><li>• Vehicular access restricted.</li><li>• Speed restriction in place and signed.</li><li>• Signs advising of vehicles and/or pedestrian presence in place.</li><li>• Grounds maintenance vehicles maintained.</li></ul>	No vehicular access			
<b>Grounds maintenance</b> - Lone working. - Physical injury. - Exposure to hazardous chemicals.	Employees Contractors Members of the public Trespassers	<ul style="list-style-type: none"><li>• SEE GROUNDS MAINTENANCE RISK ASSESSMENT.</li><li>• SEE LONE WORKING RISK ASSESSMENT.</li></ul>	Contractors responsible for own safety issues			