

St. Dennis Cemetery Risk Assessment

activity	Hazards / Risks <i>Think about the areas where contact takes place</i>	Persons Affected <i>Think of anyone who comes into contact</i>	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 <i>Think of which prevention strategy that could be used in each scenario.</i>	Action Plan <i>What needs to be done and by whom?</i>
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.					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.	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 Handyman
Double entrance gate	Falling over stays, trapping fingers in hinges	Staff Visitors Contractors	1	1	1	Handyman to check gate is in good working order and stays are solid Gates kept shut when not in use.(casual, contractors) Locks checked daily and oiled regularly (casuals)	Regular Inspection by Parish Handyman

		Funeral directors					
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. 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				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					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				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				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. Releveling of burial ground to be carried out periodically.	Regular inspections for safety defects

bins	- Injury due to poor maintenance.	Staff Visitors Contractors Funeral directors				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	
Entrance gate wooden		Staff Visitors Contractors Funeral directors	1	1	1	Ensure gate can fully open to allow for wheelchair and pushchair access. Ensure locks work and that it is not broken Ensure signage is in place to notify users about cemetery and that there may be dogs in there.	
Notice board		Staff Visitors Contractors Funeral directors				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	4	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 Handyman Working party to do a walkthrough of cemetery every couple of months
Weedkilling	Chemical burns/breathing problems	Staff Visitors				The Parish Council ensures operatives are fully qualified to undertake the work.	Risk assessment and COSHH assessment to be undertaken by operatives prior to work commencing.
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				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				Kept maintained No loose wood that can cause splinters No loose panels Memorial plaques secured	Regular Inspection by Parish Handyman

						Once every six months the stone benches are to be hand checked to ensure stability	
Cemetery shed		Staff Visitors Contractors Funeral directors				Door secured safely Guttering secured Roof in good repair and no loose tiles No trip hazards around the perimeter of shed Earth for refilling graves kept to safe level Chippings to refill graves kept to safe level	
Sections a.b.d.e.f.g.i.j	Danger of slipping, falling and injury. 'Rabbit holes' – twisted ankles etc Sharp edges or collapse walls or edging Possible injury from broken/damaged stone ware falling. Breakage of glass ornaments causing injury to contractor(s) during	Staff Visitors Contractors Funeral directors				All memorial are safety checked every 5 years by certified stone mason Visual checks of graves daily No broken memorials or memorabilia or tributes that can cause harm to people or animals No unauthorised edging that may cause a trip hazards.	

	<p>maintenance work and visitors to the cemetery. Stones / pebbles, tools, vases and other ornamentation causing injury to contractor during maintenance, particularly during grass cutting.</p>					<p>No loose stones or chippings that may cause harm to maintenance equipment.</p> <p>All memorabilia or tributes are kept within 1 ft of headstone. (depending on regulations of burial)</p> <p>All faded or broken plastic or silk flowers removed when past their best.</p> <p>All dead flowers removed</p>	
Section c. h	<p>Danger of slipping, falling and injury. 'Rabbit holes' – twisted ankles etc</p> <p>Possible injury from broken/damaged stone ware falling. Breakage of glass ornaments causing injury to contractor(s) during maintenance work and visitors to the cemetery. Stones / pebbles, tools, vases and other ornamentation causing injury to contractor during maintenance, particularly during grass cutting.</p>	<p>Staff</p> <p>Visitors</p> <p>Contractors</p> <p>Funeral directors</p>				<p>All memorial are safety checked every 5 years by certified stone mason</p> <p>Visual checks of graves daily</p> <p>No broken memorials or memorabilia or tributes that can cause harm to people or animals</p> <p>No unauthorised edging that may cause a trip hazards.</p> <p>No loose stones or chippings that may cause harm to maintenance equipment.</p> <p>All memorabilia or tributes are kept within 1 ft of headstone. (depending on regulations of burial)</p>	

						<p>All faded or broken plastic or silk flowers removed when past their best.</p> <p>All dead flowers removed</p>	
trees	<p>Low hanging branches / boughs and roots breaking surface.</p> <p>Physical injury caused through contact with eyes or by tripping / falling. Danger of decay causing tree to fall.</p>	<p>Staff</p> <p>Visitors</p> <p>Contractors</p> <p>Funeral directors</p>				<p>Branches not overhanging pathways</p> <p>Tress not to high</p> <p>Trees stable and able to withstand strong winds</p> <p>Roots of trees not encroaching on grave spaces</p> <p>Branches stable</p> <p>Tree survey undertaken every 3 years</p>	
Boundary wall						<p>Wall in good state of repair</p> <p>Loose stones</p> <p>Clear from debris</p>	
Bushes around boundary						<p>Cut back to a reasonable size</p> <p>Not encroaching on grave spaces</p> <p>Roots not encroaching onto graves</p> <p>Not encroaching onto walkways</p>	

cctv		Staff Visitors Contractors Funeral directors				Clear vision Used inappropriately Logs kept as to when checked and why in accordance with our policy Checked regularly to ensure working	
War memorial		Staff Visitors Contractors Funeral directors				Secured Free of debris	
Flower beds		Staff Visitors Contractors Funeral directors				Lose stones Poisonous flowers	
styles		Staff Visitors Contractors Funeral directors				Steps free of debris and moss Hand rails secure Gritted when icy Signage in place to warn of dogs in cemetery	

