

YELVERTOFT PARISH COUNCIL

YELVERTOFT CEMETERY – RISK ASSESSMENT

Yelvertoft is blessed with a beautiful cemetery located on the High Street.

CEMETERY GROUNDS / MAINTENANCE					
ACTIVITY	POTENTIAL HAZARDS	RISK(S) IDENTIFIED	H / M / L	MANAGEMENT / CONTROL OF RISK	REVIEW / ASSESS / REVISE
Driving – lawn mowers, hearses or mechanised digging equipment	Traffic accidents	Injury to operatives / consistent with this type of incident, or members of the public	L	Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees and members of the public. The PC have insurance for the ride-on mower and only authorised people use it, which includes trained volunteers.	Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees and members of the public. Regularly review PC insurance.
Contractors: Operating equipment (inc. grass and hedge cutting)	Fire/operating accidents	Injury to operatives / burns /cuts/foreign bodies in eyes/smoke inhalation /ingestion	M	The Council ensures they employ reliable and competent Contractors who all have insurance with a min. public liability of £5m.	Existing procedure adequate.
Volunteers: Operating equipment (inc. grass and hedge cutting)	Fire/operating accidents	Injury to operatives / burns /cuts/foreign bodies in eyes/smoke inhalation /ingestion	M	The Council closely liaises and monitors with all volunteers to ensure capability. Risk assessments are carried out. The PC have insurance for the ride-on mower and only authorised people use it.	Existing procedure adequate. Regularly review PC insurance.
Excavations/ground works	Falling/tripping injuries to back, sprains, strains, musculoskeletal injuries, cuts and bruises	Injury to members of the public and employees of Funeral Directors	L	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	L	The Parish Council ensures only reliable and competent Contractors are employed by the Funeral Directors. The same grave digger is usually used for all burials and he is highly experienced and	Funeral Directors will be liable for contracting grave diggers and their own Health & Safety measures

				knows the cemetery ground conditions well. Grave Digging Policy is sent to all Funeral Directors / grave diggers.	
Funeral	Greeting funeral party	Injury to members of funeral party – back injuries, sprains, strains, musculoskeletal injuries	L	The Parish Council ensures they employ reliable and competent Contractors	Funeral Directors will be liable for their own Health & Safety measures
Memorial Inspection	Cuts, bruises, crush injuries	Injury to members of the public, contractors or funeral directors employees	L	Memorials are hand checked annually to ensure stability. Memorials that are unstable will be laid down and the family notified in order that they can arrange refixing.	Parish Council will ensure persons checking memorials have the correct training.
Grave and row markers	Tripping causing bruises, sprains, musculoskeletal injuries	Injury to members of the public, contractors or funeral directors employees	L	Grass cut on a regular basis to ensure that all kerb stones and memorials are visible. Grave numbers are placed onto memorial stones so no ground markers. There are a few old spike markers which are placed against memorial stones in the ground so do not present a hazard.	Regular inspections by maintenance people, Burial Officer, and Assistant Burial Officer to continue.
Weed killing	Chemical burns/breathing problems	Injury to contractors and members of the public	L	The Parish Council ensures they employ reliable and competent Contractors. Non-chemical weed control to be used where possible.	Contractors will be liable for their own COSHH assessment. Volunteers can only weed spray if they have the relevant training e.g. Knapsack.
Garden of Remembrance – cremated remains area with rose garden	Tripping causing bruises, sprains, musculoskeletal injuries	Injury to members of the public, contractors or funeral directors employees	L	The kerb stones are inspected on a regular basis (approx. every month).	Regular inspections by maintenance people, Burial Officer, and Assistant Burial Officer to continue.
Cemetery gates	Falling over stays, trapping fingers in hinges	Injury to members of the public, contractors or funeral directors employees	L	Regular inspections by maintenance people, Burial Officer, and Assistant Burial Office to check gate is in good working order and stays are solid	Regular inspections by maintenance people, Burial Officer, and Assistant Burial Officer to continue.
Benches	Tripping causing bruises, sprains,	Injury to members of the public, contractors or funeral directors employees	L	Regular inspections by maintenance people, Burial Officer, and Assistant	Regular inspections by maintenance people, Burial

	musculoskeletal injuries			Burial Office to check benches are in good order (approx. fortnightly)	Officer, and Assistant Burial Officer to continue.
Trees	People walking into low branches. Trees unsafe.	Injury to members of the public, contractors or funeral directors employees	L	Regular inspections by maintenance people and Burial Officer to check trees are in good order (approx. fortnightly). The PC contract a survey of trees by a professional tree surgeon – at least bi-annually.	Regular inspections by maintenance people, Burial Officer, and Assistant Burial Officer to continue. PC to continue to contract a tree surgeon at least bi-annually.
Leaves / fallen fruit	Slipping	Injury to members of the public, contractors or funeral directors employees	M	The Parish Council have volunteers and a maintenance contractor that regularly check / clear the paths.	Regular inspections by maintenance people, Burial Officer, and Assistant Burial Officer to continue.

BURIAL MANAGEMENT

ACTIVITY	POTENTIAL HAZARDS	RISK(S) IDENTIFIED	H / M / L	MANAGEMENT / CONTROL OF RISK	REVIEW / ASSESS / REVISE
Allocation of burial plots	Duplication of allocation of burial plots	Allocating plots that have already been reserved, or are occupied	L	All burial plot admin is administered by the Burial Officer. The Burial Officer has regular meetings with the Assistant Burial Officer (if in post). The Burial Officer holds electronic records and the Assistant Burial Officer holds the manual records. They are regularly cross checked. The Burial Officer informs the Assistant Burial Officer of all reservations.	Existing procedure adequate.
Burial records	Loss of records	Records lost due to fire, theft, pc failure	L	The Burial Officer holds electronic records and the Assistant Burial Officer (if in post) holds the manual records. They are regularly cross checked. The Burial Officer informs the Assistant Burial Officer (if in post) of all reservations. All electronic records are regularly backed up on a weekly basis. Most records are held in a metal fire safe box.	Existing procedure adequate. PC to look at whether purchasing a metal fire proof box to hold the larger records e.g. A3 burial books, if required.
Burial Officer	Burial Officer unavailable e.g. sick, holiday, leaves the PC unexpectedly	No-one available to administer the cemetery	L	The Burial Officer and the Assistant Burial Officer (if in post) cover each other's absences.	Existing procedure adequate.

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