

Mancetter and Ridge Lane Parish Council Risk Assessment: Mancetter Cemetery and Closed Churchyard

Potential Hazard	Risk Level	Risk(s) Posed	Control Measures	Additional Measures (where appropriate) and actions by whom
<p>Boundary fencing / walls Damaged /weakened boundary metal fencing and stone walls.</p> <p>Use of barbed wire.</p>	<p>Low</p> <p>Low</p>	<p>Sharp edges or collapse resulting in injury to members of the public, funeral director employees and contractors.</p> <p>Cuts and scratches to cemetery visitors and visitors to local Scout hall / car-park caused by use of barbed wire along lower boundary fence</p>	<p>Visual checks during routine maintenance within cemetery to ensure boundary fencing is well maintained and is secure in all areas. 'Push-test' checks where appropriate – secure as necessary. Photographic / written recording of defects.</p> <p>Barbed wire to be secured to main fencing at all times.</p>	<p>Reports forwarded to Parish Clerk for action through contractors.</p> <p>Cemetery contractor / other contractors as appropriate.</p> <p>Provision of warning signs.</p>
<p>Defective surfaces:</p> <p>Walkway areas: footpaths; slabs, steps and grassed area</p>	<p>Low/ Med</p>	<p>Danger of slipping, falling and injury. 'Rabbit holes' – twisted ankles etc.</p>	<p>Visual checks to ensure footpaths are in good condition. Regular removal of leaves etc, / clearance of moss. All grass areas are maintained on a weekly basis. Regular visual inspections.</p>	<p>Cemetery Maintenance contractor. Report deficiencies to Parish Clerk in writing. Undertake repairs as necessary. Cemetery Maintenance contractor.</p>

Uneven slabs		Danger of physical injury through tripping / falling.	Ensure all slabs are fixed with mortar of appropriate strength, and are levelled, and step-rail is affixed with fittings of appropriate gauge Cordon-off area and reset loose slabs. Replace broken slabs.	Visual checks during routine maintenance within cemetery. Report deficiencies to Parish Clerk in writing. Secure as necessary.
Use of weed killers.	Low	Chemical burns and/or breathing problems.	Employment of professional maintenance contractor qualified in use of chemical treatments.	
Ground settlement / sinkage of grave areas	Low/ Med	Danger of slipping, falling and injury.		Report deficiencies to Parish Clerk in writing. Undertake repairs as necessary.
Trees and hedgerows -				
Low hanging branches / bows and roots breaking surface.	Low	Physical injury caused through contact with eyes or by tripping / falling.	All trees and hedgerows (hawthorn) are maintained on a regular basis. Visual checks during routine maintenance within cemetery and closed churchyard.	Report hazards to Parish Clerk in writing. Parish Clerk to liaise with NWBC as necessary and arrange for arboricultural services as necessary.
Condition of older trees in closed churchyard.	Low	Danger of decay causing tree to fall.		Cemetery maintenance Contractor or external contractor as appropriate.

Store areas- structural condition and security.	Low	Asbestos roof – dangerous only if roof panels are damaged. Any tools or hazardous materials (e.g. weed killer) contained therein.	Regular structural inspection for deterioration and/or broken panels. Store building secured by a strong padlock.	Asbestos roofing panels to be replaced by specialist contractors. (?)
---	-----	---	--	---

Monuments and headstones; ornaments:		<p>Possible injury from broken/damaged stone ware falling.</p> <p>Breakage of glass ornaments causing injury to contractor(s) during maintenance work and visitors to the cemetery.</p> <p>Stones / pebbles, tools, vases and other ornamentation causing injury to contractor during maintenance, particularly during grass cutting.</p>	<p>Any items causing a hazard to be removed to a designated area for collection / safe disposal.</p> <p>Grass mowing etc around area not to be undertaken. Hazards removed and placed in designated area for collection or disposal.</p> <p>Regular visual and ‘push-test’ inspection all monuments and headstones. Memorial stones must be approved by the PC. Fixing to meet N.A.M.M standards.</p>	<p>Any items causing a hazard to be removed to a designated area for collection / safe disposal.</p> <p>Regular visual and ‘push-test’ inspection all monuments and headstones. Memorial stones must be approved by the PC. Fixing to meet N.A.M.M standards.</p> <p>Cemetery maintenance contractor / Parish Council representative.</p>
--------------------------------------	--	---	---	---

Water supply:	Low	Freezing during cold weather Tap left open causing slippages on footpaths Not drinking quality - risk of infection if consumed.	Cemetery tap pipe lagged against freezing.	Provision of sign - ‘No drinking / turn of after use’. Cemetery maintenance contractor
---------------	-----	---	--	---

Dog fouling.	Low	Health issues including	A strict No Dogs rule is in force, Assistance Dogs excepted. Visual checks before regular (seasonal) mowing of grass areas.	Visitors to the cemetery.
Organic recycling bays:	Low	<p>Deposit of inappropriate materials, e.g. glass bottles/jars breakage of causing cuts to visitors; plastic containers and wrappings – injury to wildlife and farm animals.</p> <p>Visitors falling into bay from upper section.</p>	<p>Provision of two bays for grass cuttings and other organic materials. Bins are provided for plastics / glass etc.</p> <p>Bays are visible clearly from footpath in section two, but less so from grassed area of section one.</p>	<p>Monitor materials placed in organic recycling areas and remove inappropriate materials as necessary.</p> <p>Provision of fencing along wall with section one.</p> <p>Cemetery maintenance contractor</p>
Seating: condition and fixing of benches.	Low/ Med	injury caused through broken, splintered or decayed timbers, inappropriate fixings with ground.	Visual checks during routine maintenance / PC inspections within cemetery with results recorded. Deficiencies marked with warning tape/signs.	Report deficiencies to Parish Clerk in writing for further action. Next of Kin contact, where possible, regarding unsafe memorials, for rectification of deficiencies. Parish Council to arrange removal or make safe if necessary, whilst seeking potential distress to relatives is minimised.

<p>Graves at burials - excavations / grave digging</p> <p>Internment in incorrect burial / cremation plot.</p>	<p>Low</p> <p>Low</p>	<p>Falling, tripping, leading to personal injury (mourners. funeral staff / official from PC).</p>	<p>At Parish level the Parish Clerk / Deputy is appointed to officiate at funerals to ensure burials are conducted under existing regulations.</p> <p>In addition, Funeral Directors are expected to apply the terms of their own Risk Assessment documentation.</p> <p>Implementation of Statutory Procedures for recording deaths and internment.</p>	<p>Parish Clerk / Deputy and Funeral Directors responsible for burial / interment.</p> <p>Parish Clerk / Deputy.</p> <div data-bbox="1709 624 2078 676" style="border: 1px solid black; height: 33px; width: 165px;"></div>
<p>Access between church and cemetery:</p>	<p>Med/High</p>	<p>Increased danger of accident as a result of increased traffic volume and speeding issues.</p>	<p>Current 30 mph speed limit in place. Reserved off-road area for Hearses and Funeral cars.</p>	<p>Issue has been raised with County Council for action. Positive response yet to be received.</p> <p>WCC</p>
<p>Hypodermics or similar equipment discarded in area.</p>	<p>Low</p>	<p>Cuts / scratches leading to infection.</p>	<p>Visual check / awareness during regular maintenance / inspection.</p>	<p>Notice and instructions* to members of the public of risk, however slight.</p> <p>* Report any findings to Parish Clerk / Council, who will arrange for the safe removal of hazard.</p> <p>NWBC Environmental Health</p>