

Kingsley Parish Council

Kingsley Parish Council
The Boardroom
Kingsley Cemetery
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Risk Assessment - Kingsley Cemetery ADOPTED ON 16 JANUARY 2024 (To be reviewed by January 2025)

Introduction

The Council has a statutory duty to make arrangements for managing risk. For the safety of councillors, officers, contractors, volunteers, and visitors, all persons entering the cemetery should familiarise themselves with the parts of this risk assessment relevant to any task they undertake and follow the control measures indicated. Any incident (such as damage to property, safety concerns, or a personal injury) should be reported to the parish clerk. This document does not replace a dynamic risk assessment which must also be undertaken.

Risk Register

	Hazard	Likelihood	Severity	Risk	Controls
Defective surfaces including pathways and open grass.	Slips / trips.	1	3	3	<ol style="list-style-type: none">1. All visitors should ensure pathways are clear of obstruction and suitable footway is worn.2. The Council will undertake regular inspections of its pathways and respond to repairs as rapidly as possible.3. The Council will erect temporary warning signs as necessary.4. Pathways will be cleared by the Council and areas of moss or weeds will be regularly treated.

Infrastructure - brickwork, benches, walls, railings, gates, and war memorial.	Injury due to poor maintenance.	1	3	3	<ol style="list-style-type: none"> 1. All infrastructure will be inspected regularly and findings/action recorded. 2. Defects will be repaired according to the risk posed. 3. Gates should be closed behind visitors.
Trees	Injury due to poor maintenance.	1	3	3	<ol style="list-style-type: none"> 1. All trees will be inspected regularly and findings/action recorded. 2. Risks will be addressed according to the risk posed.
Dog fouling.	Risk of disease.	1	2	2	<ol style="list-style-type: none"> 1. Dogs are not encouraged in the cemetery, unless required for health and wellbeing purposes. 2. There is no separate dog waste bin provided, and visitors should bag any dog waste and deposit in the general waste bin. 3. All grass should be checked by visitors before kneeling or sitting at a graveside. 4. Gates should be closed behind visitors to prevent stray dogs from entering the cemetery.
Unsafe Memorials	Injury due to poor maintenance.	1	3	4	<ol style="list-style-type: none"> 1. The Council undertakes a programme of inspection and recording. 2. All memorial headstones must be installed in line with the cemetery regulations, and best practice workmanship as advised by NAMM and BRAMM. 3. All memorial masons must be accredited to undertake work in the Cemetery. 4. Any memorial headstone deemed to be unsafe will be made safe, usually by laying the stone on its side. Contact with family will be made.
Vehicles	Injury due to collision with vehicle.	1	2	3	<ol style="list-style-type: none"> 1. The maximum speed that a car should drive into the cemetery is 5MPH. 2. There is limited vehicular access, with space for only up to three vehicles. 3. Visitors should remain on the footpaths.

Grounds Maintenance	Injury due to equipment or exposure to chemicals.	1	2	3	<ol style="list-style-type: none"> 1. Visitors should avoid grounds maintenance contractors when possible. 2. Grounds maintenance contractors are responsible for their own health and safety, and will always have adequate public liability insurance cover. 3. Appropriate signage will be in place whilst cemetery work is being undertaken to warn visitors. 4. While cemetery work is being undertaken, visitors should be wary of flying debris from strimmers and lawn mowers, and any drift from chemicals sprayed to control the growth of moss and weeds. 5. Visitors are asked to remain vigilant at all times.
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