

Cemetery & Closed Churchyard Risk Assessment

Hollington Road Cemetery (open) and New Road Cemetery (closed)

Greatwood Hall

Hollington Road

Upper Tean

Staffordshire

ST10 4RQ

The Parish Council is required to review its risk assessment/management arrangements annually. It is important that the Parish Council is able to demonstrate that it has effective risk management processes in place.

Risk management is the process by which risks are identified, evaluated and controlled and enables the Parish Council to avoid, or minimise, damaging actions or events. Risk management is a key element of the framework of governance.

The Lengthsman and Litterpicker are 3rd party contractors and are not directly employed by the Parish Council.

	Item	Risk Identified	High/ Medium/ Low	Management of Risk	Action	Audit Frequency	Policy Document	Notes
1	Paths, Car Parks, Open Grass	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	Regular inspections for safety defects. Rapid response to repairs. Temporary warning signs erected as necessary. Mossy areas treated regularly. Grass cuttings swept from walkways.	Lengthsman	Ongoing		
2	Fencing/walls/hedging	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	Inspected regularly and findings recorded, as well as any action taken. Defects repaired according to the risk posed. Hedge cutting.	Lengthsman 3 rd Party Contractor	Ongoing Annually		
3	Dog Foul	Ill health - members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	'No Dogs' signs present. Bins provided where there is a persistent problem. Grass cleared before mowing. Request local authority dog warden monitors.	Lengthsman SMDC	Ongoing		
4	Gates	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	Closers inspected regularly and findings recorded. Defects repaired according to the risk posed.	Lengthsman	Ongoing		
5	Skip	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	Inspected regularly and replacement ordered.	Lengthsman	Ongoing		

4	Unstable Memorials	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	Memorials inspected; action taken by Lengthsman if minimal requirements. More serious cased to be referred to the family or original stonemason if possible. New memorials installed to National Association of Monumental Masons (NAMM) standards by NAMM accredited masons.	Lengthsman Clerk	Ongoing		
5	Grave Kerbs	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	Routine inspection for defects. Defects repaired according to the risk posed.	Lengthsman	Ongoing		
6	Seating	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	Inspected regularly. Defects reported to bench owner. If repairs not carried out or beyond repair bench is removed.	Lengthsman Clerk Lengthsman	Ongoing	Memorial Bench Policy	
7	Vehicles	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	Vehicular access restricted. Speed restriction in place and signed.	Council			
8	Grounds Maintenance	Injury to members of the public, 3 rd party contractors, volunteers, employees, trespassers	L	Grounds maintenance is carried out by 3 rd party contractor, with their own insurance, risk assessments and method statements.	Lengthsman			Council may need to create a Grounds Maintenance RA on behalf of 3 rd party

This Cemetery Risk Assessment was reviewed and adopted by Checkley Parish Council:

Meeting Date:	15 th September 2020
Minute Reference:	09.20/5h
Signed By:	
	The Chairman (Vice)
Signed By:	
	The Parish Clerk