Minutes of the Finance, HR, Contractors and General Purposes Committee Meeting of Ockbrook and Borrowash Parish Council. Held at the Parish Hall, Ockbrook, on Wednesday 24th July 2024 at 19:00.

## Present.

Councillors G Markwell (Chair), C Millward (Vice Chair) and T Stevenson.

## Also, Present.

Councillor G Maskalick, S Kitchener (Clerk and RFO) and 5 members of public.

## 90/07/24 Noted Apologies for Absence.

Councillors S Fraser-Burton and J Fraser-Burton (prior commitment).

## 91/07/24 Approve the Minutes of the Previous Committee Meeting held on the 20th March 2024.

**RESOLVED** Proposed by Councillor C Millward, seconded by Councillor G Markwell and all unanimously agreed that the minutes be approved as a true record and were signed by the Chair at the meeting.

## 92/07/24 Variation of Order of Business.

None.

## 93/07/24 Declarations of Members Interests.

None.

## 94/07/24 Committee Items for Discussion/Action/Update.

### Policy Review.

* Fire Safety risk assessment - see appendix 1.
* Remembrance Service risk assessment – see appendix 2.
* Christmas light switch on risk assessment – see appendix 3.
* Parish hall and office risk assessment – see appendix 4.
* Playground and field risk assessment – see appendix 5.
* Cemeteries risk assessment – see appendix 6.

**RESOLVED** proposed by Councillor C Millward, seconded by Councillor T Stevenson and all unanimously agreed to accept the risk assessments.

## 95/07/24 Date and Time of Next Meeting.

The next Finance, HR, Contractors and General Purposes committee meeting will be called on the 25th September 2024 if necessary.

There being no further business the meeting concluded at 19:05.

### **Appendix 1 – The Regulatory Reform (Fire Safety) Order 2005, Risk Assessment Review.**

|  |  |
| --- | --- |
| **1.0 Premises Particulars** | Ockbrook and Borrowash Parish Council  Church Street  Ockbrook  Derby  DE72 3SL |
| **1.1 Use of Premises** | Parish office, Post Office and the hall is hired out for meetings and functions etc |
| **1.2 Date of Initial Risk Assessment** | 27/11/2012 carried out by Erewash Borough Council safety team. |
| **1.3 Date of this Review** | 24/07/2024 |
| **1.4 Latest Review Date** | 24/07/2025 |
| **1.5 Person Carrying out the Risk Assessment** | S Kitchener Clerk and RFO |
|  |  |
| **2.3 Management Systems** | To comply with the Regulatory Reform (Fire Safety) Order 2005 a risk assessment will be carried out and reviewed at least once every year. The significant findings of the assessment will be recorded, and any deficiencies prioritised and rectified accordingly. |
|  |  |
| **3.0 General Description of the Premises** | A traditional brick construction with pitched and flat roofs. It comprises:  Main Hall (approx. 40’ x 16’)  Kitchen (including oven, microwave and water urn/boiler)  Office  Storage rooms  Post Office counter  Toilets  Off street car parking |
|  |  |
| **4.1 Occupancy** | One employee within the premises at any one time, plus the post master plus a maximum of 60 (members of public) at any one time. |
| **4.2 Number of employees** | One office staff |
|  |  |
| **5.0 Fire Safety Systems within the Premises** |  |
| **5.1 Alarm System** | None installed |
| **5.2 Emergency Lighting** | Maintained and non-maintained 3-hour emergency lighting is provided in some parts of the building. |
| **5.3 Smoke Detection** | Found in some parts of the building |
|  |  |
| **6.0 Plan Drawing** | Non available |
|  |  |
| **7.0 Fire Hazards** |  |
| **7.1 Ignition Sources** | Cooking facilities in the kitchen  Electrical equipment and wiring  Arson  Smoking |
| **7.2 Fuel Sources** | Wood, plastic, cardboard etc  Furniture and furnishings |
| **7.3 Control of Fuel and Ignition Sources** | Ignition:   1. Smoking only allowed outside 2. Portable appliance test regime – testing yearly 3. Arson – see secure premises 4. Fuel – rubbish should be removed from all areas daily. |
| **7.4 Structural Features that could Promote the Spread of Fire.** | Wooden floors but the premises have a good degree of structural internal compartmentation. |
|  |  |
| **8.0 People who could be at a Risk** | Employees  Visitors  Contractors  Members of public |
|  |  |
| **9.0 Means of Escape** |  |
| **9.1 Horizontal Evacuation** | 4 fire escape routes in the building which are openable without the use of keys where necessary. The exits open in the direction of escape and there are no sliding or revolving doors. The means for securing the exits were found to be satisfactory and travel distances to reach all exits were satisfactory. |
| **9.2 Vertical Evacuation** | N/A single storey |
|  |  |
| **10.0 Fire Safety Signs and Notices** | All fire exits, fire escape routes, fire assembly point and fire extinguisher points clearly marked. |
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| **11.0 Fire Warning System.** | None installed. Verbal means of raising the alarm. |
|  |  |
| **12.0 Emergency Lighting** | Emergency lighting maintained and serviced by external contractor. |
|  |  |
| **13.0 Fire Fighting Equipment** | Adequate number of fire fighting appliances found at designated fire points with usage signs displayed above. Serviced annually. |
|  |  |
| **14.0 Method of Calling the Fire Brigade.** | After evacuating the building, the responsible person would call the fire brigade by dialling 999. |
|  |  |
| **15.0 Emergency Action Plan.** | Displayed on the entrance board. |
|  |  |
| **16.0 Training** | The Clerk has received:  Fire Safety Induction Training.  Fire Safety Refresher Training.  Fire Marshall/Warden Training. |
|  |  |
| **17.0 Fire Safety Deficiencies to be Rectified** | (A) A system must be in place to communicate to room hirers, all necessary fire precaution measures, evacuation routes and the content of the emergency action plan.  (B) In particular where additional measures are required for the safe and effective evacuation of disabled people in an emergency situation.  (C) If the rear car park gates have to be locked for security reasons, they must be able to be easily opened in an emergency situation.  (D) Employees should receive basic instructions and information on all fire precautionary measures. |
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| **18.0 Significant Finding** | Deficiencies identified – See section 17. |
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| **19.0 Additional Comments** | None |

### **Appendix 2**

# Ockbrook and Borrowash Parish Council

## Remembrance Service Risk Assessment

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| Assessor Name: S Kitchener Clerk and RFO | Location: Ockbrook and Borrowash, Derbyshire | Date: 07/2024 |
| Activities being assessed: Remembrance parade and service. | Review date: 07/2025 |  |

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **Potential Hazards** | **Risks posed** | **Control Measures** | **Risk level:**  **High (H)**  **Med (M)**  **Low (L)** | **Additional Measures** |
| Walking to and from the war memorial | Risk of injury to marshals and participants – this could include on -lookers and visitors | Road traffic incident | Rolling road closure to follow the parade and temporary road closure by the war memorial | L | Go Traffic Management enforce the road closure. Road closure signs are displayed prior to the event along the parade route. Marshalls in reflective jackets will be walking with the parade. If an incident occurs, halt the service and where necessary move public and participants onto the pavement until a decision has been as to continue the service or not |
| Emergency situation / procedure | Requirement of emergency services whilst the temporary road closure is in place | Injury to person by the vehicle | All marshals to be aware of the nearest vehicular access. First aider to be present. All marshals to move participants onto the pavement | L | Emergency services to be notified of the event and the road closure beforehand |
| Trip or Injury | Attendees may slip, trip or fall | Injury | Check conditions underfoot – barrier off any areas of concern. Have a first aider present | L |  |
| Adverse weather conditions | Ice, snow, debris blowing, rain, lightening | Slips, trips, injury | Check conditions. Have a shelter for the PA equipment and speakers. Have a first aider resent | L | Review the likely effect of any adverse weather and plan accordingly – warn participants of the conditions |
| Care of children | Children attending the event from Brownies, Guides, Rangers, Beavers, Cubs, Scouts and non-group children | Injury | Clearly identified marshals in place in reflective jackets. Group leaders present and responsible for the children. Parets responsible for non-group children attending. | L |  |
| Vehicle movement from dwelling or parking space in the road closure | Struck by reversing / moving vehicle | Injury | Marshals clearly identified by reflective jackets to take charge in the event of an unexpected vehicle movement | L |  |

### **Appendix 3**

# Ockbrook and Borrowash Parish Council

## Christmas Light Switch On Risk Assessment.

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| --- | --- | --- |
| Assessor Name: S Kitchener Clerk and RFO | Location: The Royal Oak Ockbrook and The Coop carpark Borrowash, Derbyshire | Date: 07/2024 |
| Activities being assessed: Christmas light switch on | Next Review date: 07/2025 |  |

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **Potential Hazards** | **Risks posed** | **Control Measures** | **Risk level:**  **High (H)**  **Med (M)**  **Low (L)** | **Additional Measures** |
| Pre-event inspection of the site | Slips, trips and falls | Risk of injury to Councillors, volunteers and members of public | Check surfaces for holes and other potential trip / fall hazards | L |  |
| Carparking | Vehicle contact with pedestrians and other vehicles | Risk of injury to Councillors, volunteers and members of public | Entry and exiting the car park to be under the control of designated wardens wearing high visibility clothing.  Access into the car park to be restricted to stall holders. | L | The COOP car park will be closed to members of public from a designated time which is advertised before the event |
| Temporary Structures (tents and stalls) | Trip hazards | Risk of injury to Councillors, volunteers and members of public | Where practicable access to the sides and rear of tents or stalls to be cordoned off to prevent public access.  Guide ropes to be clearly marked with high visibility tape. Stall holders to ensure their displays are secure and not likely to be displaced during the event | L |  |
| Bar / food outlets | Slips, trips and falls | Risk of injury to Councillors, volunteers and members of public | Where practicable any liquid spillage should be cleaned up as soon as possible by vending providers.  In any case ‘Caution – Wet Slippery Surface’ signs to placed in front of the spillage until the spillage is removed. | L |  |
| Bar | Sharp objects  Underage drinking | Risk of injury to Councillors, volunteers and members of public.  Breaking the law | Drinks are only to be served in shatter proof containers. No glass containers permitted.  Bar personnel are required to request proof of age where deemed necessary. | L |  |
| Food preparation | Safety and hygiene | Injury to food providers and/or people consuming the food | Hot cooking surfaces to be protected so far as is reasonably practicable.  Hot cooking area to be supervised at all times.  A fire extinguisher to be on hand where hot cooking takes place.  All food to be cooked, prepared and stored in line with current best practice hygiene rules. | L |  |
| Use of Electrical Appliances | Electrocution  Trip / fall hazards | Risk of injury to Councillors, volunteers and members of public | All electrical appliances used to be in good condition and tested in compliance with statutory requirements when required by law, i.e. The Electricity at Work Regulations 1989.  All leads to be kept well away from any standing water and to be so positioned so as not to create a potential trip / fall hazard. Where practicable all leads to be covered by a cable tray with high visibility markings. | L |  |
| Funfair | Slips, trips and falls  Falls from a height  Contact with moving parts of a ride | Risk of injury to Councillors, volunteers and members of public | Ride attendants to ensure where all rides are at a height customers are made secure so as not to fall from the ride to the ground below.  The area around all rides to be kept free of potential slip, trip fall hazards by the ride attendant.  Barriers must be positioned at a safe distance to prevent a person being struck by moving parts of a ride. | L | A risk assessment will be provided for each ride by the supplier. |
| Violence / abuse / harassment | Bodily injury | Risk of injury to Councillors, volunteers and members of public | Prior to the event taking place trade providers, stall holders, volunteers and Councillors are to be briefed as to what to do in the event of any violence, abuse or harassment taking place. | L |  |
| Lost children | Possibility of self-harm or 3rd party harm | Risk of injury | A lost child control point will be by Santa’s grotto | L |  |
| Emergency situation | Medical condition, potentially life threatening  Fire  Bomb threat | Risk of injury to Councillors, volunteers and members of public | St Johns Ambulance will be on site at Borrowash. Wardens / Volunteers to be briefed as to what to do in the event of an emergency.  Clear access for emergency services to be established at the earliest convenience.  Sufficient number of fire extinguishers made available for use.  Should there be a need to evacuate the site escape routes will be identified prior to the event taking place and  Councillors / Volunteers briefed as to their duties should the need arise to evacuate | L |  |

### **Appendix 4**

# Ockbrook and Borrowash Parish Council

## Parish Hall and Office Risk Assessment.

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| Assessor Name: S Kitchener Clerk and RFO | Location: Ockbrook, Derbyshire | Date: 07/2024 |
| Activities being assessed: Parish Hall, office, finance and administration | Next Review date: 07/2025 |  |

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **Potential Hazards** | **Risks posed** | **Control Measures** | **Risk level:**  **High (H)**  **Med (M)**  **Low (L)** | **Additional Measures** |
| Use of the parish hall | Access to and from the building.  Slips/ trips and falls | Injury to members of public, Councillors and employees | Doorways are clearly positioned and emergency lighting is provided. Obstructions are not allowed to block access routes. Access ramps are available for users with limited mobility.  The floor is maintained in a clean and tidy condition. Any spillage is cleared up immediately. All rooms are adequately lit. All corridors and walk areas are kept free of potential trip / fall hazards  All permanent fixtures are kept in good condition, i.e. seats, shelving, cupboards, notice boards, signage etc | L | Clerk conducts weekly and monthly inspections of doors, windows, the inside and outside of the building for signs of damage/ wear and tear. |
| Fire | Smoking/Fires | Injury to members of public, Councillors and employees | The Parish hall and office are a no smoking area. Emergency exits are clearly marked and should not be obstructed at any time. Fire extinguishers are provided and inspected annually. Fire action noticers are displayed. Users should have their own emergency action protocol | L | Clerk conducts weekly tests of the fire alarms and monthly checks of the emergency lights. The Clerk completes a weekly fire safety compliance matrix. |
| First aid | Incorrect application of first aid/ no first aid material | Injury to members of public, Councillors and employees | An appropriate first aid kit is located in the kitchen, together with an accident reporting book. All incidents / copy of the accident report should be provided to the Clerk | L | The first aid box is checked monthly by the Clerk |
| Consumption of food in the parish hall | Safety and hygiene | Injury to food preparers and/or people consuming food | The premises include a kitchen for the use of hirers/employees. Users are responsible for ensuring that food is prepared safely and hygienically, and that the kitchen is left in a clean and tidy condition | L |  |
| Use of hazardous substances | Cleaning materials | Injury to members of public, Councillors and employees | All cleaning materials are stored in a locked cupboard, including any substances to CoSHH regulations. Normal use of cleaning materials is solely by parish council employees/contractors | L |  |
| Use of electrical equipment | Electric shock/ fire from faulty electrical equipment | Injury to members of public, Councillors and employees | PAT testing of all electrical items is carried out yearly.  The electrical system has been correctly installed and is inspected and tested every 5 years by an electrician or other suitably qualified person. | L | If a defect is found do not use the appliance, unplug and place the item in a safe location awaiting repair or scrapping |
| Assets | Under insured | Financial issues | A review of all assets is carried out by the full council every March. | L |  |
| Budgeting Council finances | Overspending | Financial issues/theft | The budget is reviewed by the full council on a quarterly basis. Each committee monitors their budget information and detailed budgets are prepared in September. The precept is considered by the Finance committee In November prior to making a recommendation to the full Council in December. The council approves the precept in accordance with standing orders / financial regulations | L |  |
| Conduct | Councillors do not follow the code of conduct  Employee / contractor misconduct | Bring the council into disrepute, legal issues, reputational issues. | Adoption by the Councillors of the Code of Conduct, Financial Regulations, Standing Orders, Data Protection, GDPR, Equal Opportunities, Discipline, Grievance, Freedom of Information and Complaints Procedure. Registers of Interests are completed and updated and any declarations of Councillor’s interests are minuted. | L | Any Councillor code of conduct issues will be referred to the Monitoring Officer at EBC.  Any/employee / contractor misconduct issues will follow the disciplinary procedures |
| Expenditure | Incorrect payments, theft, fraud | Financial issues / theft | The Council approves all payments. The Clerk and 2 Councillors sign all cheques. Online payments are set up by the Clerk and authorised by 1 Councillor. All invoices are signed by 2 Councillors at each full council meeting. Expenditure levels for tenders etc are included in the Standing Orders/Financial Regulations. There are no cash payments or petty cash. Any cash received by the Clerk is banked on the same day. | L |  |
| Income | Theft | Financial issues / theft | All income is banked on the day of receipt. No monies are kept on the premises overnight | L |  |
| Banking | Theft / incorrect accounting | Financial issues / theft | Full bank statement reconciliations are carried out monthly and presented to Councillors to be accepted, bank statements are signed by 1 Councillor at each full council meeting. The Clerk plus certain Councillors have access to online banking | L |  |
| Insurance | Injury to members of public or employees. Damage to Parish Council property / equipment | Under insured, insurance refusal to settle a claim | Reviewed annually by the Council on renewal date. Adequate cover to be provided for the following risks:   * Employers liability * Money * Fidelity guarantee * Loss of revenue * Officials indemnity * Libel and slander * Personal accident * Legal expenses | L |  |
| Election costs | Overspending | Extra charges. | Risk in an election year. There are no measures, which can be adopted to minimise risk of having a contested election.  Costs are met from General Reserves. | L |  |
| VAT reclaiming | Loss of income | Financial issues | VAT returns are completed twice a year by the Clerk | L | If there is a large purchase an extra VAT claim may be completed |
| Annual Governance and Accountability Return (AGAR) | Not submitted within the time limits | Extra charges. | AGAR is completed and signed by the Internal Auditor and then the full Council. It is then checked and sent on to the External Auditor within time limit. Clerk prepares a timetable for submission. | L |  |
| Legal Documents | Lost / damaged.  Non-compliance with statutory requirements | Loss of evidence of ownership / legal information | All legal documents are kept in a locked, fireproof cabinet.  Minutes and agendas are produced and displayed according to legal requirements. Minutes are approved and signed at the next meeting. | L |  |
| Electronic Records | Lost / damaged | Loss of evidence and records | All records are backed up daily by an external company | L |  |
| Keys | Lost | Burglary | List of key holders for Council owned property are kept in the Parish office | L |  |
| Display Screen Equipment | Seating | Work related injury to the Clerk e.g. upper limb disorder | Seating should preferably be such that a good position can be achieved which will prevent aches and pains in the small of the back or legs.  Wherever possible, an adjustable chair should be used such that it allows the user to sit far enough back so that the lower part of the body is supported by the backrest.  Chair height is important and when seated the user’s forearms should be roughly horizontal when the hands are on the keyboard. | L |  |
| Display Screen Equipment | Keyboard | Work related injury to the Clerk e.g. Carpel tunnel syndrome | When using a keyboard the user should avoid any awkward bending of the wrist. Sitting too high or low will lead the wrists being in a bent position. The chair should be positioned so that a neutral keying position is achieved, i.e., that the forearms, wrists and hands are in a straight line. The user must sit upright as this will reduce stress to the head and the neck.  It is preferable to use a laptop on a desk or table so that with the arms resting on the work surface it should be possible to keep the wrists in a relaxed, neutral position. | L |  |
| Display Screen Equipment | A mousse | Work related injury to the Clerk e.g. Carpel tunnel syndrome | Hands should be kept flat and the fingers relaxed when using a mousse | L |  |
| Display Screen Equipment | The screen | Work related injury to the Clerk e.g. glare, reflection causing eyesight problems | Glare and reflection on the screen should be avoided by positioning the laptop to avoid such conditions. | L |  |
| Lone working | Slips, trips and falls | Injury to employees | The office floor must be kept free of materials or spillage which may cause a person to slip, trip or fall.  Trailing leads must be positioned so as not to create a potential trip hazard.  Torn carpets must receive prompt remedial attention. | L |  |
| Lone working | Manual handling | Work related injury to the Clerk | In the normal course of their duties The Parish Clerk would not be expected to handle objects or materials which may cause injury if not handled properly | L |  |
| Lone working | Violence | Injury to the Clerk | The office is open to the public 9am – 12 noon Monday, Tuesday and Thursday.  In addition to this there is someone present behind the post office counter. | L | When the Clerk is on the office my herself it is accepted that all doors can be locked and the Parish Clerk should have access to a telephone to contact the emergency services or others as the case may be should the need arise. |
| Lone working | Personal Medical conditions | Injury to the Clerk | Ensure that any medical condition which might be relevant to lone working are discussed in confidence with The Chairman of the Parish Council in line with any guidance from a GP. | L | The Parish Clerk must not work alone if any such condition is assessed as putting them at risk |
| The carpark | Slips, trips and falls | Injury to members of public, employees or Councillors | The car park is well lit and all walk areas are maintained free from potential trip / fall hazards.  Steps and the ramp to and from the hall properly are maintained to minimise slip and trip risks. | L |  |
| Use of water | Legionella Disease | Injury to members of public, employees or Councillors | The Clerk performs checks to reduce the risk of Legionella Disease | L |  |

### **Appendix 5**

# Ockbrook and Borrowash Parish Council

## Playground and Field Risk Assessment

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| Assessor Name: S Kitchener Clerk and RFO | Location: Ockbrook and Borrowash, Derbyshire | Date: 07/2024 |
| Activities being assessed: Playing field and Playground on Deans Drive and gym equipment on Bare Lane playground | Next Review date: 07/2025 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Potential Hazards** | **Risks posed** | **Control Measures** | **Risk level:**  **High (H)**  **Medium (M)**  **Low (L)** | **Additional Measures** |
| Driving – Lawn mowers, mechanised diggers, contractors and staff vehicles | Accidents from moving vehicles | Injury to operatives or members of public | Only authorised vehicles allowed on the field | L | Contractors will be responsible for their own risk assessment to protect their employees and members of public |
| Operating equipment i.e. grass and hedge cutting and mechanised diggers | Fire or operating accidents | Injury from burns/cuts/foreign bodies in eyes/cuts and scratches | The Parish Council employs reliable competent contactors | L | Contractors will be responsible for their own risk assessments to protect their employees and members of the public. |
| Weed killing | Chemical burns/ breathing problems | Injury to members of the public, contractors and employees | The Parish Council ensures this function is carried out by competent contractors | L | Parish Council to delegate this to appointed grass cutting contractors |
| Seat/benches/ picnic table | Seats and picnic benches are subject to weather deterioration and damage by visitors | Injury to members of the public, contractors and employees | Seats and picnic tables are inspected weekly by the Clerk. If there any requiring remedial action the Clerk will organise. | L | Any new seats and picnic tables will be made of recycled plastic material |
| Trip or injury on paths | Visitors may be injured if they trip over objects | Injury to members of the public, contractors and employees | Weekly playground inspections are conducted by the Clerk | L |  |
| Boundary Fences | The metal fences are subject to weather deterioration and damage by visitors | Injury to members of the public, contractors and employees | Fences are inspected weekly by the Clerk. If there any requiring remedial action the Clerk will organise. | L |  |
| Falling tree branches | Visitors may be injured by falling branches | Injury to members of the public, contractors and employees | Regular inspections of the trees are carried out by an approved arboreal specialist | L | Visual checks will be done each visit by committee members, the Clerk and the grounds maintenance team |
| Children’s play area ground surface | Visitors may be injured by moss/leaves or damage to the surface | Injury to members of the public, contractors and employees | Weekly inspections are carried out by the Clerk and quarterly/yearly inspections are carried out by a qualified ROSPA safety inspector | L |  |
| Children’s play area equipment | Visitors may be injured by damaged/ worn play equipment | Injury to members of the public, contractors and employees | Weekly inspections are carried out by the Clerk and quarterly/yearly inspections are carried out by a qualified ROSPA safety inspector | L |  |
| Outdoor Gym Equipment | Visitors may be injured by damaged/ worn outdoor gym equipment | Injury to members of the public, contractors and employees | Weekly inspections are carried out by the Clerk and quarterly/yearly inspections are carried out by a qualified ROSPA safety inspector | L |  |

### **Appendix 6**

# Ockbrook and Borrowash Parish Council

## Cemeteries Risk Assessment

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| --- | --- | --- |
| Assessor Name: S Kitchener Clerk and RFO | Location: Ockbrook and Borrowash, Derbyshire | Date: 07/2024 |
| Activities being assessed: Cemeteries which include Balmoral Road Cemetery and All Saints Church. | Next Review date: 07/2025 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Potential Hazards** | **Risks posed** | **Control Measures** | **Risk level:**  **High (H)**  **Medium (M)**  **Low (L)** | **Additional Measures** |
| Driving – Lawn mowers, mechanised diggers, contractors and staff vehicles | Accidents from moving vehicles | Injury to operatives or members of public | Only authorised vehicles allowed in the cemeteries (i.e. those required at the time of a burial or to prepare for the same, contractors and staff) | L | Contractors and funeral directors will be responsible for their own risk assessment to protect their employees and members of public |
| Operating equipment i.e. grass and hedge cutting and mechanised diggers | Fire or operating accidents | Injury from burns/cuts/foreign bodies in eyes/cuts and scratches | The Parish Council employs reliable competent contactors and grave diggers and uses Funeral Directors who are members of the National Association of Funeral Directors | L | Contractors or Funeral Directors will be responsible for their own risk assessments to protect their employees and members of the public. |
| Excavations/grave digging | Falling, tripping, sprains, injuries to back, sprains, strains, musculoskeletal injuries, cuts, bruises, risk of collapse of side walls. | Injury to members of the public and employees of contractors | The Parish Council has appointed a preferred supplier (Pete Sadler) to ensure competency is maintained for all graves | L | The preferred supplier (Pete Sadler) will be responsible for his own risk assessment to protect members of the public.  All dug plots will be covered by the sexton to prevent any persons falling into the hole. |
| Grave markers | Falling, tripping, sprains, injuries to back, sprains, strains, musculoskeletal injuries, cuts, bruises | Injury to members of the public and employees of contractors and the Parish Council | All plots will be marked out no more than 4 days before the interment using a bright yellow tape | L |  |
| Burial or interment service | Falling, tripping, sprains, strains, injuries, cuts , bruises from falling on uneven ground. | Injury to members of the public, Clergy and employees of the Funeral Directors | The Parish Council used Funeral Directors who are members of the National Association of Funeral Directors | L | Contractors or Funeral Directors will be responsible for their own risk assessment to protect their employees and members of the public during a burial service. The sexton will be onsite during the service to ensure that the grave is safe and upon the finish of the interment, fill the plot. |
| Memorial Inspections | Cuts, bruises or crush injuries | Injury to members of the public, Clergy, contractors, employees of the Funeral Directors and the Parish Council Clerk/RFO | Memorials to be checked once every years by qualified personnel – a separate risk assessment has been produced for this. | M | The Clerk has undertaken the training and are qualified to test. Any changes to testing procedures will be notified via ICCM to the full council. |
| Weed killing | Chemical burns/ breathing problems | Injury to members of the public, Clergy, contractors and employees of the Funeral Directors and the Parish Council | The Parish Council ensures this function is carried out by competent contractors and only specific areas will use weed killer i.e. the new cremation plots | L | Parish Council to delegate this to appointed grass cutting contractors |
| Seat/benches | Wooden seats are subject to weather deterioration and damage by visitors | Injury to members of the public, Clergy, contractors and employees of the Funeral Directors and the Parish Council | Seats are inspected every 6 months by the Clerk. If there are any requiring remedial action a letter will be sent to the owner requesting the seats are maintained in a sound condition. | L | If the bench hasn’t been repaired/ maintained as requested, the bench will get removed and placed in storage for a year, the it will be disposed of. |
| Trip or injury on paths | Visitors may be injured if they trip over objects | Injury to members of the public, Clergy, contractors and employees of the Funeral Directors and the Parish Council | 6 monthly cemetery inspections are conducted by the cemetery committee | L |  |
| Falling tree branches | Visitors may be injured by falling branches | Injury to members of the public, Clergy, contractors and employees of the Funeral Directors and the Parish Council | Regular inspections of the trees are carried out by an approved arboreal specialist | L | Visual checks will be done each visit by committee members, the Clerk and the grounds maintenance team |
| Burial records | Loss of burial records through fire, theft or damage | Loss of evidence of ownership / legal information | All burial records are kept in the Parish office.  Records include historical correspondence, burial records and cemetery maps/plans. Records are also stored electronically | L | Electronic records are backed up daily |