# 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 |  |

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| **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 |