

## Lifton Parish Council

### Burial Ground (North Road) – Risk Assessment

<b>Activity</b>	<b>Hazards / Risks</b> Think about the areas where contact takes place	<b>Persons Affected</b> Think of anyone who comes into contact	<b>Likelihood</b> 1 = Seldom 2= Occasionally 3= Certain or near certain	<b>Severity</b> 1 = Low 2 = Medium 3= High	<b>Risk Rating</b> 1-2 = Low 3-4 = Medium 6-9 = High priority	<b>Reducing Risk</b> Think of which prevention strategy that could be used in each scenario.	<b>Action Plan</b> What needs to be done and by whom?
<b>Grass Cutting</b>	<p>Grass cutting in burial ground using mowers, ride on mowers, strimmer's and other tools</p> <p>Injury to operator; burns, cuts, bruises, damage to hearing and eyes, including broken bones, dust inhalation, and being hit by projectiles</p>	<p>Visitors</p> <p>Contractors</p>	<b>1</b>	<b>2</b>	<b>4</b>	<p>Contractors to have their own Risk Assessment in place as well as public liability insurance of at least £5m. Contractors to use equipment fit for purpose and ensure it is well maintained and used to manufacturer's specification. Contractors to wear PPE and ensure area is clear of litter, stones, and debris before commencing any cutting/trimming.</p> <p>Visitors to be aware of their surroundings and take personal responsibility to avoid areas where grass is being cut.</p>	<p>Risk Assessment and PC Insurance Policy to be reviewed annually. Have a copy of the contractor's insurance certificate and risk assessment on file.</p>

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<b>Entrance gate</b>	Defective gate parts; potential risk due to faulty hinges and/or closing/lock mechanisms	Councillors/ Parish Clerk  Visitors  Contractors  Funeral Directors	<b>1</b>	<b>1</b>	<b>1</b>	Ensure gates are checked to maintain condition and good working order.	6-monthly inspection by Parish Council to highlight any required repairs. Contractor to undertake repairs as and when required.
<b>Driving – lawn mowers or mechanised digging equipment</b>	Operating accidents or injury on or near mechanised equipment	Injury to operatives/consistent with this type of incident or members of the public	<b>1</b>	<b>2</b>	<b>2</b>	Only authorised vehicles allowed in the cemetery (i.e., Staff, Contractors or Funeral Directors)	Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees and members of the public.
<b>Operating equipment (inc. grass and hedge cutting)</b>	Fire/operating accidents  Injury to operatives/burns/cuts/foreign bodies in eyes/smoke inhalation/ingestion	Contractors	<b>1</b>	<b>2</b>	<b>4</b>	The Parish Council ensures they employ reliable and competent Contractors	Contractors or Funeral Directors will be liable for their own risk assessment to protect their employees

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<b>Excavations/g round works</b>	Falling/tripping injuries to back, sprains, strains, musculoskeletal injuries, cuts and bruises	Visitors Contractors Funeral Directors	<b>1</b>	<b>2</b>	<b>2</b>	The Parish Council ensures the use of experienced and competent Funeral Directors/Grave diggers/Memorial stone masons	Funeral Directors Grave diggers/ Memorial stone masons will be liable for their own Health & Safety measures
<b>Grave digging</b>	Infectious disease control Infection of employees of Funeral Directors	Grave digger	<b>1</b>	<b>1</b>	<b>1</b>	The Funeral Directors ensure they employ reliable and competent Contractors/Grave diggers	Grave digger will be liable for their own Health & Safety measures
<b>Memorial Inspection</b>	Cuts, bruises, crush injuries	Councillors/ Parish Clerk Visitors Contractors Funeral Directors	<b>2</b>	<b>2</b>	<b>4</b>	Once every 5 years memorials are visually and/or hand checked to ensure stability.  Memorials that are identified as unstable may be laid down and the family notified in order that they can arrange refixing and any repairs.	Specialist contractors and /or professional Memorial Masons may be appointed to carry out Memorial Inspections.  These must be NAMM or

							<p>BRAMM trained and have passed all other relevant training for the safety inspection and assessment of memorials.</p> <p>The Parish Clerk has not attended ICCM Memorial Inspection training to-date and will only undertake initial visual inspection.</p> <p>A record will be kept by the Parish Council detailing the findings of the memorial inspections.</p>
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<b>Pathways</b>	Slips/trips	Councillors/ Parish Clerk  Visitors  Contractors	<b>2</b>	<b>2</b>	<b>4</b>	Regular inspections for safety defects (recorded). • Rapid response to repairs.	6-monthly inspection by Contractor. Contractor to undertake repairs

		Funeral Directors				<ul style="list-style-type: none"> <li>• Temporary warning signs erected as/when necessary.</li> <li>• Mossy areas treated regularly.</li> <li>• Grass cuttings swept from walkways.</li> </ul> <p>PC-appointed Contractor to ensure all footpaths are kept clear of trip and slip hazards such as branches, and dead leaves. Relevelling of burial ground to be carried out periodically.</p>	as and when required.
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<b>Bins</b>	Injury due to poor maintenance	Councillors/ Parish Clerk  Visitors  Contractors  Funeral Directors	<b>1</b>	<b>1</b>	<b>1</b>	Ensure they are secured so they do not blow around. Ensure they are emptied regularly to stop pest infestation and that rubbish is not left lying around. Ensure lids are secured.	Waste is regularly collected and bins inspected by Parish Council.

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<b>Notice Board</b>	Injury due to poor maintenance.	Councillors/ Parish Clerk  Visitors  Contractors  Funeral Directors	<b>1</b>	<b>1</b>	<b>1</b>	Ensure notice board is secure and locked shut  Ensure contact details are in there so that any incidents can be reported	6-monthly inspection by Parish Council to highlight any required repairs. Contractor to undertake repairs as and when required.
<b>Benches</b>	Tripping causing bruises, sprains, musculoskeletal injuries	Councillors/ Parish Clerk  Visitors  Contractors  Funeral Directors	<b>1</b>	<b>2</b>	<b>2</b>	Kept maintained No loose wood that can cause splinters No loose panels Memorial plagues secured	6-monthly inspection by Parish Council to highlight any required repairs. Contractor to undertake repairs as and when required.
<b>Trees</b>	Low hanging branches / boughs and roots breaking surface.  Physical injury caused through contact with eyes or by tripping / falling.  Danger of decay causing tree to fall.	Councillors/ Parish Clerk  Visitors  Contractors  Funeral Directors	<b>2</b>	<b>3</b>	<b>6</b>	Branches not overhanging pathways  Tress not too high  Trees stable and able to withstand strong winds	12-monthly checks by the Parish Council and use of approved Contractors to carry out any work required.

						Roots of trees not encroaching on grave spaces  Branches stable  Tree survey undertaken every 3 years	
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<b>Bushes and shrubs</b>	Tripping  Overgrown or dying bushes causing growth or debris over/on pathways	Councillors/ Parish Clerk  Visitors  Contractors  Funeral Directors	<b>1</b>	<b>1</b>	<b>2</b>	Cut back to a reasonable size  Not encroaching on grave spaces  Roots not encroaching onto graves  Not encroaching onto walkways	6-monthly inspection by Contractor. Contractor to undertake repairs as and when required.

Adopted by Lifton Parish Council on: 28th September 2023

Date of next review: September 2026