

Hilgay Parish Council

CEMETERY RISK ASSESSMENTS

Introduction

This risk assessment applies to the Cemetery and Cemetery extension area owned by Hilgay Parish Council

Location

This risk assessment applies to:

Hilgay Cemetery, land lying to the east of Ely Road, Hilgay.

Design and Installation

The Cemetery is a fenced area and the extension land is currently being prepared for a Wild Flower Meadow.

Number	Item	Risk Identified	Actions	Risk
1	Equipment	Danger to visitors when grass cutting equipment in use	All equipment serviced and maintained in accordance with manufacturers guidelines. Maintenance Officer wears high vis and ensures visitors are not within 5m of him	Low
2	Memorials	Danger to visitors if memorial unsafe	Yearly Inspections completed by Clerk on memorials and visual inspection of Cemetery on a weekly basis by Maintenance Officer	Low
3	Fencing	Danger of injury	All fencing to be in good order with suitable gates installed.	Low
4	Litter Bins	Danger of litter on the ground	Litter bins installed within the Cemetery	Low
5	Dogs	Dog Fouling	Dog bin in place at the Wild Flower Meadow. Council do not prevent dogs entering the area as open access however dog fouling signage in place.	Low

6	Moles	Uneven Ground	Weekly inspections of the land is made by the Chair or Maintenance Officer and a contractor employed if deemed unsafe.	Low
7	Trip Hazard	Flowers and memorials not in designated area on the plot	Suitable signage is reviewed and put in place.	Low
8	Over Hanging Foliage	Trees and Bushes overhanging Cemetery gates and pathways	Weekly inspections of the land is made by the Chair or Maintenance Officer and a contractor employed if deemed unsafe.	Medium
9	Cemetery Building	Danger of entry or injury	Door secured. Building deterioration monitored on a monthly basis by Maintenance Officer. Building surrounded by hazard tape due to sharp roof edging which is corrugated iron. Appropriate signage required stating possible dangerous structure to be erected locally	Medium
10	Monitoring	Checks that inspections have been completed and Cemetery is in good order	Check list to be created for MO completion. The Parish Clerk inspects all maintenance reports once a month and speaks to Maintenance Officer regularly.	Low
11	Interment	Risk of reserved plots being used by another Funeral Director	All reserved plots have a numbered marker. Cemetery Plan updated April 2020. Cemetery Register / Invoicing / Receipt book maintained and monitored	Low
12	Bonfires	Risk if left unattended	Fire must not be started by accelerants. Currently burning of foliage takes place on site. If left unattended there is a high risk to public / wildlife	High

			walking on / across site. Risk of fire spread to other land if site not supervised until fire extinguished.	
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Adopted 01 May 2020

Hilgay Parish Council