

Risk Assessment Form

Activity: Cemeteries - General

Assessment Date: 7 Feb 06

Review Date: Jan 10

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Defective Surfaces –Paths, Car park area, Open grass - Slips/trips	Employees/public	Regular inspections for safety defects (recorded). Rapid response to repairs. Temporary warning signs erected as necessary. Mossy areas treated regularly. Grass cuttings swept from walkways.	Regular inspections for safety defects Defects recorded. Rapid response to repairs. Temporary warning signs erected as necessary. Mossy areas treated regularly. Grass cuttings swept from walkways. Memorial Safety Inspection 5 yearly basis by Council's insurers – programme started 2005			
Fencing/walls - injury due to poor maintenance	Employees/public	Inspected regularly and findings recorded, as well as any action taken. Rapid response to repairs.	Inspected regularly and defects recorded, as well as any action taken. Rapid response to repairs.			
Dog fouling - Ill health	Employees/public	'No Dogs' signs present. Dog bins provided where there is a persistent problem. Grass cleared before mowing. Local Dog Warden monitors.	'Dogs on lead' signs present. Grass cleared before mowing. Caretaker monitors.			
Gates -injury due to poor maintenance	Employees/public	Closures inspected regularly and findings recorded. Rapid response to repairs.	Closures inspected regularly and defects recorded. Rapid response to repairs.			
Bins -injury due to poor maintenance	Employees/public	Inspected regularly and condition recorded as well as action taken. Rapid response to repairs.	Inspected regularly and irregularities recorded as well as action taken. Rapid response to repairs.			
Seating - injury due to poor maintenance	Employees/public	Inspected regularly and condition recorded as well as action taken (in Summer). Rapid response to repairs. Plastic/durable seating used. Annual maintenance carried out over winter months.	Inspected regularly and defects recorded as well as action taken Rapid response to repairs. Seating policy in place. Maintenance carried out as required			

Risk Assessment (Continued)

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Unstable Memorials - injury due to poor maintenance	Employees/public	Formal strategy/policy for memorial maintenance etc. in place. Programme of inspection and recording introduced. Inspections advertised in advance and of intended action that is taken if found to be unsafe. Risk Assessment for staff doing the inspections done.	Formal strategy/policy for memorial maintenance etc. in place. Programme of inspection and recording introduced. Inspections advertised in advance and of intended action that is taken if found to be unsafe. Risk Assessment for staff doing the inspections done.			
Grave Kerbs - injury due to poor maintenance	Employees/public	Routine inspection for defects. Rapid response to repairs. Policy to removal/bury on plots.	Routine inspection for defects. Rapid response to repairs. Policy to removal/bury on plots.			
Vehicles - Collision with other vehicles and/or pedestrians	Employees/public	Vehicular access restricted. Speed restriction in place and signed. Signs advising of vehicles and/or pedestrian presence in place. Grounds maintenance vehicles well maintained.	Vehicular access restricted. Speed restriction in place and signed. Signs advising of vehicles and/or pedestrian presence in place. Grounds maintenance vehicles well maintained.			

Assessor's signature:

Clerk's signature

Date:

Date: