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**Scalford Parish Council**

**Cemetery & St Eglewin’s closed Churchyard Risk Assessment Policy – Adopted 21/11/22**

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| **Activity** | **Hazard** | **Person at Risk** | **Risk Level**  **after Control Measures** | **Control Measures** | **Comments** |
| **Benches** | **Risk of injury from defective benches** | **Members of the public** | **Low** | **Monthly inspections carried out by the Clerk.**  **Repairs to be carried out in a timely manner or item removed.**  **Warning signs erected as necessary.**  **Hazard warning tape installed to highlight areas of concern.**  **Cordon area to prevent use where necessary.** |  |
| **Defective Surfaces** | **Risk of injury – slips trips and falls** | **Members of the public** | **Low** | **Monthly inspection carried out by the Clerk.**  **Repairs to be carried out in a timely manner.**  **Regular grass cutting.**  **Warning signs erected as necessary.**  **Hazard warning tape installed to highlight areas of concern.**  **Cordon area to prevent access where necessary.** |  |
| **Dog Fouling** | **Risk of illness/ill health** | **Members of the public** | **Low** | **Monthly inspection carried out by the Clerk.**  **Dogs must remain on a leash and dog waste cleared immediately by owner.**  **Signs to be posted at entrances to Churchyard & Cemetery** |  |
| **Excavation/Grounds Work and Grave Digging** | **Risk of injury – injuries to back, sprains, strains, musculoskeletal injuries, cuts and bruises, slips, trips and falls.** | **Members of the public, Contractors and Employees of Funeral Directors** | **Low** | **Clerk ensures the use of approved and competent contractors and Funeral Directors only.**  **Contractors and Funeral Directors will be liable for their own risk assessment and Health and Safety Management to protect employees and members of the public.**  **Cordon off areas whilst work is taking place to prevent access to area by members of the public.**  **Grave plots to be boarded after digging but before interment.** |  |
| **Litter/Glass** | **Risk of injury – cuts, abrasions** | **Members of the public** | **Low** | **Monthly inspections carried out by the Clerk.**  **Litter pick as required.** |  |
| **Memorial Inspection** | **Risk of injury – cuts, bruises, crush injuries** | **Members of the public, Staff, Councillors, Contractors** | **Medium** | **Memorial inspections (hand checks) to be carried out on a 5 year rolling program by the Clerk to ensure stability.**  **Monthly inspections carried out by the Clerk.**  **Owner of memorial to be notified of hazardous memorial immediately.**  **Memorial to be laid flat whilst arrangements are made and signage attached.**  **Works to Memorials will be carried out by NAMM or BRAMM registered Stone Masons.** |  |
| **Trees and Woodland** | **Risk of injury from falling branches/trees** | **Members of the public** | **Medium** | **Monthly inspections carried out by the Clerk.**  **Duty of Care Tree Inspection to be carried out once every four years and reviewed bi-annually on trees within Parish Council maintained land.**  **Works to trees to be carried out in a timely manner according to the risk identified.**  **Warning signs erected as necessary.** |  |

**Locations: Cemetery, Melton Road, Scalford, Leics, LE14 4UD**

**St Egelewin’s Churchyard, Church Street, Scalford Leics LE14 4DL**

**Risk Assessment carried out by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **RISK RATING** | **ACTION REQUIRED** |
| **Low – Possibility of minor injury only** | **No further action** |
| **Medium – Possibility of significant injury** | **If it is not possible to lower the risk further, consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.** |
| **High – Possibility of serious injury/fatality** | **Identify further controls to reduce the risk rating.** |