

STICKNEY PARISH COUNCIL RISK ASSESSMENT – CEMETERY & CHURCHYARD

<u>Area</u>	<u>Risk</u>	<u>Method used to minimise risk</u>	<u>Risk element: 1 (low) – 5 (high)</u>
1. Entrance/Exit via double gates	Slight incline could be slippery with mud form road. May break up in cold weather causing tripping hazard.	Keep area clear of mud and check tarmac for breaking up.	2
	Hedges obscure view on exit – danger crossing road	Keep hedges well trimmed.	5
2. Paved footway	Paving slabs could become loose, become uneven and have weeds growing between them which can cause tripping hazard.	Arrange regular visits to cemetery to inspect the paving slabs. Report any defects at Parish Council meeting. Allow Clerk and Chairman to order any EMERGENCY repairs to be carried out when required, these will be advised to Councillors by email and recorded at the following Parish Council meeting.	4
3. Entrance/Exit via handgate	Slight incline could be slippery with mud form road. May break up in cold weather. Grass at both sides of tarmac. Could be tripping hazard.	Keep area clear of mud and check tarmac for breaking up.	2
	Hedges obscure view on exit – danger crossing road.	Keep hedges well trimmed.	5
4. Tarmac footway	Surface breaking up, small stones become slippery, may be tripping hazard	Arrange regular visits to cemetery and Churchyard to inspect the tarmac surface. Consider slurry sealing when required. Report defects at Parish Council meeting. Allow Clerk and Chairman to order any EMERGENCY repairs to be carried out when required, these will be advised to Councillors by email and recorded at the following Parish Council meeting.	3

5. Trees	<p>Low Branches could cause injuries.</p> <p>Dead branches can fall causing trip hazards.</p> <p>Fallen leaves can become slippery</p> <p>Yew & Holly bushes near to footways could scratch visitors to the cemetery</p>	<p>Arrange for 5 yearly tree inspection to be carried out and act upon advice given.</p> <p>Remove any fallen branches when seen during any visit.</p> <p>Keep all footways clear of fallen leaves</p> <p>Check all bushes by footways on the regular visits to the cemetery. Report problems at following parish Council meeting.</p>	<p>1</p> <p>2</p> <p>2</p> <p>3</p>
6. Seats	<p>a. Metal seat in memory of Coupland's. sited in 2016.</p> <p>b. Metal sides with wooden slats seat sited in corner of cemetery. Wood could cause splinters or cuts, it can rot causing weak seating which may collapse when sitting down and slats may be broken and removed.</p> <p>c. Metal sides with wooden slats seat sited at end of footway from handgate. Wood could cause splinters or cuts, it can rot causing weak seating which may collapse when sitting down and slats may be broken and removed.</p>	<p>New seat. Carry out check for damage</p> <p>Check the seat for damage and rotting on the regular visit to the cemetery. Report repairs required at following Parish Council meeting. Carry out repair work as soon as possible.</p> <p>Check the seat for damage and rotting on the regular visit to the cemetery. Report repairs required at following Parish Council meeting. Carry out repair work as soon as possible.</p>	<p>1</p> <p>2</p> <p>2</p>
7. Bin area	<p>Site has 2 x green waste bins, 2 x recycling bins, 2 x general waste bins and 1 x 660ltr wheelie bin. Rubbish not in bins could cause tripping or slipping hazard.</p> <p>Unused earth in the area could become a slipping hazard.</p>	<p>Check bins are emptied regularly, bins by the Local Authority and wheelie bin by the Contractor. Pick up any rubbish around the area when carrying out the regular checks of the cemetery.</p> <p>Consider wall to contain unused earth to prevent it encroaching the concreted bin area.</p>	<p>3</p>

8. Garden of Remembrance	<p>a. Chains could cause trips</p> <p>b. Posts could become loose and fall causing a tripping hazard</p> <p>c. Grass could grow long a cause tripping hazard</p> <p>d. Footway could become slippery when leaves fall from trees</p>	<p>Check chains are still in place on the regular visits to cemetery</p> <p>Check posts are stable. Note there is a concrete post inside each of the black posts, there will be some movement, but ensure concrete posts are stable.</p> <p>Ensure the grass cutting contractor keeps the grass short and not encroaching over any footways.</p> <p>Keep footway clear of leaves.</p>	<p>1</p> <p>1</p> <p>2</p> <p>2</p>
9. Headstones and memorials	Loose headstones could fall causing injury to visitors to the cemetery.	<p>Ensure all headstones and memorials are installed by competent contractors.</p> <p>Councillors to carry out annual 'wobble test'</p>	2