



Fakenham Town Council

Fakenham Town Council Cemeteries Risk Assessment

Description of activity / area being assessed	Working in/on Fakenham Town Council Cemeteries		Location	Creake Road, Queens Road, St Peters Churchyard & Memorial gardens and Peckover Cemetery.
Manager responsible	Lesley Meanley	Signature & date	Lesley Meanley	
Assessed by (name & role)	Lesley Meanley - Clerk	Signature & assessment date	Lesley Meanley 05/04/24	

Likelihood	Consequence				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
2 Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	Medium (10)
3 Possible	Low (3)	Medium (5)	Medium (9)	High (12)	High (15)
4 Probable	Low (4)	Medium (8)	High (12)	High (16)	Very High (20)
5 Very Likely	Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)

Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H - Grass Cutting HE – Grass cutting using machinery such as strimmer's, push mowers, ride on mowers or tractors. C – Injury to operator; cuts, bruises, hearing damage, burns, dust inhalation, being hit by projectiles	Staff Visitors Contractors Funeral Directors Grave Diggers	Partially contracted out. Contractors have their own Risk Assessment and public liability insurance. Contractors & staff to use equipment fit for purpose and ensure it is well maintained as well as used to manufacturers specifications. PPE should be worn. Areas should be checked to ensure it is clear of litter, stones, and debris before commencing cutting/trimming.	LOW RISK (3)	Risk Assessment to be reviewed annually or if any changes made. A copy of the contractors Risk assessment and insurance certificate to be held on file.	
H – Operating equipment - Grass & hedge cutting, diggers etc HE – Operator accidents or fires C – burns, cuts, bruises, broken bones, being hit by projectiles.	Staff Visitors Contractors Funeral Directors Grave Diggers	Contractors are competent and have their own risk assessments and public liability. Staff have relevant training and risk assessments in place.	LOW RISK (3)		
H- Excavation / Groundwork HE – Falling, tripping. C - musculoskeletal injuries, cuts, bruises	Staff Visitors Contractors Funeral Directors Grave Diggers	Currently contracted out by experienced competent funeral directors who have their own training and risk assessments in place.	LOW RISK (3)	Contractors, Funeral directors, grave diggers are liable for their own risk assessments.	

Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H – Driving HE - Lawn mowers, hearses, digging equipment, cars. C – Traffic Accident	Staff Visitors Contractors Funeral Directors Grave Diggers	Only authorised vehicles from contractors, staff, Funeral directors, grave diggers. Public advised to drive under 5 MPH.	LOW RISK (2)	Contractors, Funeral directors, grave diggers are liable for their own risk assessments.	
H – Burial or Internment service HE – Falling, tripping. C - musculoskeletal injuries, cuts, bruises	Staff Visitors Contractors Funeral Directors Grave Diggers	Currently contracted out by experienced competent funeral directors who have their own training and risk assessments in place.	LOW RISK (3)	Contractors, Funeral directors, grave diggers are liable for their own risk assessments.	

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
H - Entrance gate HE – Falling / trapping fingers in hinges. C – Bruising, Sprains, broken bones.	Staff Visitors Contractors Funeral Directors Grave Diggers	Grounds Staff to check the gate and fixings are in good working order monthly unless visible damage noticed. Gate kept locked open.	LOW RISK (1)		
H – Unstable Memorials HE – Falling masonry. C – Cuts, bruises, crush injuries	Staff	Staff members trained to hand test memorials by ICCM. Memorial Policy in place with inspection levels and make safe options. Memorials installed to meet current legislation.	MEDIUM RISK (5)	Memorial Inspections undertaken within 5 years. Unstable memorials Staked. All unstable memorials checked monthly	LOW RISK (3)
H- Objects on graves HE – Damaged ornaments and tributes, low fences or items to cause a trip hazard. C – Cuts, sprains, breaks	Staff Visitors Contractors Funeral Directors Grave Diggers	No Memorabilia or tributes that can be easily broken – i.e. glass, plastics, ceramics. No edging or objects that may cause a trip hazard. No loose stones or chippings that may cause harm to maintenance equipment. All memorabilia or tributes kept as close as possible to headstone.	MEDIUM RISK (5)	Weekly visual check of graves and surrounding areas for broken items. Regular cemetery inspections to remove unauthorised items.	LOW RISK (3)
H – Pathways HE – Slips or Trips C – cuts, bruises, sprains	Staff Visitors Contractors Funeral Directors Grave Diggers	Weekly recorded checks for defects. Quick response to any repairs required. Warnings erected as necessary. Obstacles cleared quickly.	LOW RISK (1)		
H – Weedkilling HE – Skin contact or inhalation C – Chemical burns, breathing issues	Staff Visitors Contractors Funeral Directors Grave Diggers	Completed by trained staff or contractors only. Operatives assess weather conditions and visitor numbers ahead of deploying.	LOW RISK (1)		
H – Seating / Benches HE – Weather deterioration, vandalism C – Cuts, scrapes.	Staff Visitors Contractors Funeral Directors Grave Diggers	Seats regularly inspected, remedial action taken to ensure no loose wood or splinters, no loose panels, screws & fixings secure. Annual maintenance carried out over winter.	LOW RISK (1)		
H – Boundary Fences / walls HE - Weather deterioration, vandalism	Staff Visitors Contractors Funeral Directors	Boundaries regularly inspected, remedial action undertaken to ensure that fences and walls are maintained in a sound condition.	LOW RISK (1)		

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
C – Cuts, scrapes	Grave Diggers				
H – Trees - low hanging branches, roots breaking the surface, fallen branches HE - Tripping / Falling. C - cuts, bruises, sprains	Staff Visitors Contractors Funeral Directors Grave Diggers	Tree inspections, Low branches trimmed.	LOW RISK (3)		
H – Noticeboard(s) HE – Poor Maintenance C – Cuts/Scratches	Staff Visitors	Ensure Notice Boards secure & locked shut Ensure contact details are displayed so that incidents can be reported	LOW RISK (1)		
H – Bins HE – Poor maintenance C – scratches & cuts	Staff Visitors Contractors Funeral Directors Grave Diggers	Ensure bins are secured so they don't blow around. Condition inspected regularly and recorded. Defects repaired as soon as possible. Ensure regular emptying.	LOW RISK (1)		
H- Rough Terrain HE- Slips, Trips or Falls C – Physical Injury	Staff Visitors Contractors Funeral Directors Grave Diggers	Take care while walking on disturbed ground. Keep grass short. Avoid piles of debris or discarded/ broken items.	LOW RISK (3)		
H – Lychgate HE – Trips, falling items C - cuts, bruises, sprains	Staff Visitors Contractors Funeral Directors Grave Diggers	All rooms except toilet kept locked. Guttering secured; roof kept in good repair with no loose tiles. No trip hazards around the perimeter. Water containers kept covered.	LOW RISK (2)		

Periodic Review

Review date:	20/06/2025				
Review by:	L Meanley				
Signed:	<i>L Meanley</i>				