

ELHAM PARISH COUNCIL
Burial Ground Risk Assessment
(Adopted 15th February 2021 Minute 61/21 (2))
Reviewed 4th April 2022 72/22 (4)
To be reviewed: March 2023)

RISK RATINGS						
		Likelihood Rating				
		1	2	3	4	4
Impact	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25
		Low: 1 to 8	Medium: 9 to 15	High: 16 to 25		

Likelihood:

1. Minimal, no reason to suggest it will happen.
2. Possible under unfortunate circumstances.
3. Possible under normal conditions.
4. Probable.
5. Inevitable.

Impact:

1. Negligible or No injury (other than discomfort or inconvenience or frustration).
2. Slight or Single minor injury requiring first aid.
3. Moderate or Single major injury requiring medical attention (hospital or multiple minor injuries).
4. High or Single fatality / life threatening injury or multiple major injuries.
5. Very High or Multiple fatalities / life threatening injuries.

Risk	Current Risk Score				Mitigation	Residual Risk Score			
	L	I	Score	Colour		L	I	Score	Colour
Illegal Occupancy	1	4	4	G	Regular inspections carried out. Repairs carried out according to risk posed. To be reported to the Police, FHDC and insurance company. Insurance cover in place. Clear up costs allowed for in the annual budget.	1	3	3	G
Gates –poor maintenance	2	2	4	G	Regular inspections of the gates carried out. Repairs carried out according to risk posed. Insurance cover in place.	2	1	2	G

Gates – damage by 3 rd party	2	2	4	G	Regular inspections of the gates carried out. Repairs carried out according to risk posed. Insurance cover in place.	2	1	2	G
Noticeboard – vandalism and deterioration	2	2	4	G	Vandalism reported to the Police.	2	2	4	G
	2	2	4	G	Regular inspections of the noticeboard carried out. Repairs carried out according to risk posed. Removal if beyond repair. Insurance cover in place.	2	1	2	G
Grave Diggers Shed – poor maintenance	3	1	3	G	Regular inspections of the shed carried out. Grave Digger to report issues to the Clerk. Repairs carried out according to risk posed. Insurance cover in place.	2	1	2	G
Water supply – servicing the allotments	2	1	2	G	Regular inspections of the plumbing. Repairs carried out according to risk posed.	2	1	2	G
Wooden benches – memorial seats	2	2	2	G	<i>If custodian known</i> - The Clerk & Cllrs to carry out 6 monthly review to monitor condition. Custodians to be advised of outcome of the review. To be removed if damaged or at end of life. Public Liability Insurance cover in place. <i>If custodian unknown</i> - The Clerk & Cllrs to carry out 6 monthly review to monitor condition. To be removed if damaged or at end of life. Public Liability Insurance cover in place.	2	1	2	G
Defective surfaces – paths, open grass – slip/trips	3	3	9	A	Regular inspections of the path and grass area for defects. Repairs to be carried out according to the risk posed. Temporary warning signs erected, as necessary. Moss to be removed annually from hard standing paths as part of agreed Ground Maintenance Schedule. Paths to be kept clear of grass cuttings.	2	2	4	G
Fencing – poor maintenance	2	1	2	G	Regular inspections of the fencing for defects. Repairs to be carried out according to the risk posed.	2	1	2	G

Trees - Storm damage, disease, loose limbs, branches	3	3	9	A	Annual inspection to be carried out by a qualified arboriculturist. A review to be carried out by the Parish Council Tree Warden quarterly. Report and maintenance requirements to be brought before full Council unless risk to public or highway is high, then Clerk to arrange any urgent tree work on advice of Tree Warden in agreement of the Chairman in line with the Financial Regulations. Insurance cover in place.	3	2	6	G
Unstable memorials	3	4	12	A	Memorial Safety Policy to be written and approved by Full Council. Clerk or Councillor to receive Memorial Testing training. In the interim an inspection and report to be carried out annually. Action carried out according to the risk posed. Custodians to be informed of inspection / action required. New memorials installed to National Association of Monumental Masons (NAMM) standards by NAMM accredited masons.	3	3	9	A
Grounds maintenance -	Carried out by a contractor – clerk to request a copy of risk assessment to be kept on file.								
<i>Bin</i>					<i>Custodian FHDC - The Clerk & Cllrs to carry out 6 monthly review to monitor condition. The custodian will be advised of the outcome of the review.</i>				