

ELHAM PARISH COUNCIL
Churchyard Risk Assessment
(Adopted 15th February 2021 Minute 61/21 (3))
Reviewed 4th April 2022 72/22 (6)
To be reviewed: March 2023)

| RISK RATINGS | | | | | | |
|--------------|---|-------------------|----|----|----|----|
| | | Likelihood Rating | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 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 |
| Church wall - vandalism | 2 | 2 | 4 | G | Vandalism reported to the Police. Regular inspections of the church wall carried out. Repairs carried out according to risk posed. <i>If the full Council agree:</i> Insurance cover to be put in place. | 2 | 2 | 4 | G |
| Church wall – damage by a 3 rd party | 2 | 3 | 6 | | If damaged caused by a road traffic accident and insurance claim will be made against the 3 rd | 2 | 3 | 6 | G |

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|---|---|---|---|---|---|---|---|---|---|
| | | | | | party. <i>If the full Council agree:</i> Insurance cover to be put in place. | | | | |
| Church wall - deterioration | 2 | 3 | 6 | G | Regular inspections of the church wall carried out. Repairs carried out according to risk posed. Closed churchyard Management plan to be written and to include rolling maintenance schedule. | 2 | 2 | 4 | G |
| Gates - vandalism | 2 | 1 | 2 | G | Vandalism report to the Police. Regular inspections of the gates carried out. Repairs carried out according to risk posed. Insurance cover in place. | 2 | 1 | 2 | G |
| Gates –poor maintenance | 2 | 1 | 2 | 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 |
| Wooden benches – memorial seats | 2 | 2 | 2 | G | 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. | 2 | 1 | 2 | G |
| Handrails | 2 | 4 | 8 | G | The Clerk & Cllrs to carry out 6 monthly review to monitor condition. Repairs carried out according to risk posed. Upright rail movement checked regularly and remedied as required. | 2 | 3 | 6 | 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 |

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|--|---|---|---|---|---|---|---|---|---|
| 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 | 9 | 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. <i>Please note: The primary responsibility for the maintenance and safety of a memorial or monument remains with the owners of the monument or the heirs at law, however if the owner does not fulfil this responsibility (or cannot practically be traced due to the age of the memorial), a secondary responsibility falls on the Parish Council.</i> | 3 | 3 | 9 | A |
| Grounds maintenance - | <i>Carried out by a contractor – clerk to request a copy of risk assessment to be kept on file.</i> | | | | | | | | |