

# Risk assessment – Grounds Maintenance

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

**Company name:** MARDEN PARISH COUNCIL

**Date of risk assessment:** February 2023

## GROUND'S MAINTENANCE Page 1 of 3

What are the hazards?	Who might be harmed and how?	What are you already doing?	Controls	Action by who?
Being struck by errant vehicles or stepping in front of passing traffic	Cemetery Caretaker Village Caretaker	Wear correct high visibility clothing Erect warning signs Appoint a lookout Demarcate working area Use traffic management (contact Kent Highways if need this)	Consider need for additional measures at each location of working Consider extra measures when working in poor weather Ensure all PPE is up to date	Caretakers Parish Clerk
Working at Height	Cemetery Caretaker Village Caretaker	Use ladders for access only – not for working platforms (lone workers not to use ladders) Only trained personnel to erect scaffolding and operate mobile elevated working platforms One person to hold ladder whilst in use	Check ladders to any defects before use and do not use if any found.	Caretakers
Excavations	Cemetery Caretaker Village Caretaker	Support or batten back sides when deeper than 1 metre Put barriers around excavation and erect warning signs Obtain details/risk assessments from grave diggers/funeral directors/stone masons.		Caretakers
Buried Services	Cemetery Caretaker Village Caretaker	If in any doubt check with utility services first If required hand-dig trial holes (using wooden handled tools)		Caretakers
Personal injury (general)	Cemetery Caretaker Village Caretaker Parish Clerk/Assistant Clerk Councillors	Wear appropriate personal protective equipment (PPE) for task: gloves / overalls / hard hat / dust mask / protective footwear / eye protection / ear protection Follow manufacturer's instructions if using power tools Review "Control of Substances Hazardous to Health" (COSHH) assessments where applicable	Continue to monitor that PPE and COSHH details are up to date	Caretakers Clerk/Deputy Clerk Councillors

## **GROUND S MAINTENANCE Page 2 of 3**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Controls	Action by who?
Falling objects	Cemetery Caretaker Village Caretaker	Use debris netting where reasonably practicable If necessary, set up exclusion zone to ensure clearance		Caretakers
Overhead wires	Cemetery Caretaker Village Caretaker	Establish whether power lines or telephone cables in close vicinity of works If power lines, consult the utility company for advice If necessary, establish safety zone to ensure clearance		Caretakers Clerk/Deputy Clerk
Slips, trips and falls	Cemetery Caretaker Village Caretaker Parish Clerk/Deputy Clerk Councillors	Inspect site before starting work and make safe Maintain good site housekeeping		Caretakers Clerk/Deputy Clerk Councillors
Manual Handling	Cemetery Caretaker Village Caretaker	Use mechanical aids where reasonably practicable Work in pairs if required If trained, and lifting unavoidable, adopt correct posture		Caretakers
Defective Surfaces – paths, open grass	Cemetery Caretaker Village Caretaker Parish Clerk/Deputy Clerk Councillors	Inspect site(s) on regular basis Ensure all weeds are kept under control Clear moss from footpaths on a regular basis		Caretakers Clerk/Deputy Clerk Councillors
Bins	Cemetery Caretaker Village Caretaker	Inspected regularly and repairs done as necessary Bins emptied regularly		Caretakers
Fencing	Cemetery Caretaker Village Caretaker	Fences regularly inspected and repairs done as necessary Fences removed if in dangerous condition		Caretakers
Mowing and Strimming		See individual risk assessment		

**GROUNDS MAINTENANCE Page 3 of 3**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Controls</b>	<b>Action by who?</b>
Seating	Cemetery Caretaker Village Caretaker	Inspect regularly Repair any defects asap		Caretakers
Gates	Cemetery Caretaker Village Caretaker	Inspect regularly Repair any defeats asap Ensure no finger entrapments		Caretakers
Bonfires	Cemetery Caretaker Village Caretaker	Cemetery only Ensure in designated area Caretaker in attendance whilst fire is lit Ensure sited away from other hazards (ie trees, overhead wires)	Staff to remain on site until fire is extinguished	Caretakers
Hedge cutting	Cemetery Caretaker Village Caretaker	Inspect site on regular basis Ensure all weeds are kept under control Ensure safe working if using power tools (ie following instructions/wearing PPE) Erect signage in needed		Caretakers
Gravestones		See separate risk assessment		

Contractors have their own risk assessments and insurance which should be viewed prior to any work undertaken.

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)