

Risk assessment – Marden Cemetery

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

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Controls	Action by who?
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on paths.	Leaves swept as required Moss cleared from pathways Any uneven paths etc are reported and repaired	Monitor weekly or after bad weather	Caretaker
Vehicles	Staff and visitors may be injured by vehicles within the cemetery boundary	When staff are working in areas with vehicles in close proximity hi-viz jackets are worn. Gates are kept locked so that vehicles do not access the cemetery without permission. Only Funeral company vehicles and gravedigger vehicle allowed access when funeral in place. Prior approval from Council is required for memorial firms to gain access to work on headstones	Ensure employees have hi-viz clothes available to them Ensure signage is kept up to date regarding vehicular access	Caretaker
Manual Handling	Staff and grave digger (external contractor)	All are aware of manual handling techniques Two or more people undertake moving of any heavy items	Staff to undertake manual handling training if relevant	Clerk
Memorial Stones	Staff, visitors and contractors	See separate Risk Assessment		
Bonfires	Staff and visitors – burns and smoke inhalation	Fire to be located away from the public area Caretaker to always be in attendance whilst fire is lit Always to be sited away from trees, buildings and overhead wires etc	Metal sheets could be placed to provide a permanent fire area Caretaker to remain on site until fire is extinguished	Clerk / Caretaker
Gates and Fencing	Staff and Visitors – cuts and entrapment of fingers	Inspect regularly for defects		
Lone Working	Staff – physically and verbal abuse, ill health, injury	See separate Risk Assessment		

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What are the hazards?	Who might be harmed and how?	What are you already doing?	Control	Action by who?
Grounds Maintenance	Staff and visitors – injury from equipment	Staff to wear appropriate PPE. Follow manufacturer's instructions when operating equipment Ensure weeds are kept under control Never strim/mow in vicinity of public	Ensure staff have up to date PPE. Any items to be replaced to be reported to the Clerk/Deputy Clerk	Clerk
Litter Collection	Staff – cuts	Staff to wear appropriate PPE Dispose of litter in appropriate containers	Ensure staff have up to date PPE Refuse bin is regularly emptied by contractor 1 st Aid it to be made available to caretakers	Clerk
Seating	Public – splinters, falls	Ensure all seating is regularly inspected		Caretaker
Trees	Employees and public – injury from overhanging branches, falling trees, roots	3 year Tree Audit undertaken in July 2021. Work to be evaluated and undertaken by tree surgeon. Caretaker checks/monitors trees on a regular basis and after high winds. Takes immediate action if urgent or reports for further instruction from Clerk/Council if not.	Undertake a tree audit every three years or in accordance with advice from Tree Consultant. Continue to monitor monthly and after high winds.	Caretaker

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)