

Winsham Parish Council - Cemetery Risk Assessment

2016/17

Key: H/M/L High, Medium or Low

TOPIC	RISK IDENTIFIED	H/M/L	MANAGEMENT OF RISK
Contracts	The Council could be getting a better service with other contractors. Contractors work not up to standard	M	Review of contract for maintenance of cemetery every 2years. The Burial committee inspects the cemetery twice a year and Cllr/Cemetery Manager visit the cemetery on a regular basis.
Fees and Charges	Insufficient fees and charges for burials and headstones	M	Review of fees and charges at least every 3 years when setting the budget in November/December. They are usually set under Chard Town Council's charges.
Headstones and Sunken graves		M	Cemetery Inspection twice a year. Councillor and Cemetery Manager do visual inspection when visiting the cemetery.
Trees and seats	Unstable trees, broken public seats	M	Cemetery Inspection twice a year. Councillors do visual inspection when visiting the cemetery.
Wrong plots allocated	Plots allocated for interments when already been purchased	M	The Cemetery Manager/Secretary consults with the gravedigger and not the undertakers. A policy that only our approved gravedigger digs the plot. An ongoing updated map is sent to the gravedigger. Measures to mark reserved plots on current digging rows. Insurance cover for Errors and Admissions.
Burial records	Lost or destroyed	M	Burial records are kept in a fire proof safe. Keep back up off site.
Emergencies	Emergency in cemetery	M	Name and address of Parish Council in the notice board.
Cemetery lay out	Visitors not finding their family graves. Aid for Stonemasons finding plots.	M	Application to Parish Clerk for plot number.
Cemetery - Long term	Cemetery becoming full	M	Seek suitable land for cemetery extension or second cemetery. Start a reserve for making land acquired suitable for cemetery use (layout, paths
Pedestrian Access to Graves	Uneven grass surfaces	M	Notices have been erected advising of uneven ground.

Reviewed and adopted 6th October 2016 Minute No: 3126