



Cemetery Risk Management Policy

Risk Management

This policy has been developed to ensure that the Council has adequate risk management in place at Lyng Cemetery and that risk is properly managed. This policy should be considered in conjunction with the Cemetery rules, memorial application form and Risk Evaluation Form.

All contractors working for the Council and anyone carrying out any work in the Cemetery will be required to provide proof of public liability insurance. Contractors must show due care when members of the public are in the cemetery.

The Management of Health and Safety at Work Regulations 1999 require that risk assessments be made of all work activities and therefore, the Parish Council has a duty to have controls in place to ensure the safety of all employees, contractors and members of the public.

Site Inspections

Periodic site inspections will be carried out on a regular basis, at least at 6 monthly intervals, in order to identify any hazards that may be present on the cemeteries / churchyard site. All hazards will be recorded on the Risk Assessment Report and assessed for action.

The following property will be inspected for hazards and defects where appropriate

- Gates
- Grave stones and memorials
- Hedges
- Cemetery grounds
- Seating
- Fencing
- Newly dug graves

The aim of the inspection is to record any findings, identify required actions, and show that regular maintenance checks have been carried out.

Risk assessment

A regular risk assessment will identify the potential to cause harm by the following procedure

- Identify the hazard
- Identify who might be harmed and how
- Evaluate the risk
- Record significant findings
- Take steps to implement any precautions required from the findings
- Review risk assessments periodically and update if necessary

Risk will be recorded on the risk evaluation form.

Memorial Safety

All memorials installed in the cemetery must be installed by a NAMM approved fixing method and secured with ground anchors which conform to the required British Standard 8415. Memorial masons who cannot provide proof that they are NAMM registered will not be allowed to install memorials in the cemetery.

Memorials will be inspected periodically to identify:

- Damaged or eroding bonding
- Movement from original position
- Undermined or unstable foundations
- Leaning, structural damage, or disturbance e.g. cracks
- Presence of vegetation which may lead to cracks or widening of cracks already present

Visual inspections will initially be carried out.

Hand tests on memorials will be conducted by standing to one side of the memorial and a firm and steady pressure applied in various directions to determine stability.

Hand testing is considered sufficient for modern memorials.

Those carrying out tests for memorial stability must have regard for their own health and safety in so doing.

If instability is detected from the hand test, but insufficient to present a high risk to people's health and safety, the movement will be recorded and monitored at regular intervals.

If the memorial shows signs of significant movement the Council will contact the owner and insist that immediate action is taken to stabilise the memorial and prevent further movement.

If the owner cannot be reached, or the owner fails / refuses to undertake the necessary action to make the memorial safe, the Council will take appropriate action. The Council will not take steps to effect repairs.

In making safe any memorial or monument the Council will have regard to potential upset and distress amongst mourners and the bereaved, as well as the potential for disfiguring the appearance of the burial ground.

If a memorial is deemed to be dangerous it will be cordoned off until it is made safe. The Council will endeavour to make a memorial safe as soon as the risk has been identified

Grave digging

All graves must be dug by trained grave diggers who are suitably dressed in compliance with health and safety regulations. The Grave digger is the responsibility of the Funeral Director who must ensure that newly dug graves are inspected to ensure that they

are properly shored to ensure no risk of collapse, and that a suitable platform is placed at the graveside to prevent visitors from falling into the grave. Grave diggers must hold proof of public liability.

Funerals

The Funeral Director will ensure that, prior to each interment, the correct body and/or ashes are being buried in the correct grave plot as allocated by the Council

Funeral Directors will be requested to provide their risk assessments, safe systems of work and staff training information together with a copy of their public liability insurance certificates.

Managing safety in the cemetery

The management of risk will be prioritised

Memorials with structural faults will be monitored on a more frequent basis than those deemed to be sound. Memorials identified as being a particular danger may be laid flat pending further action.

An audit trail will be maintained to demonstrate that good risk management is in place. Proper and regular checks will identify risks and significant risks will be dealt with as a matter of urgency.

The audit trail will also record that necessary precautions have been put in place to reduce risk to users of the cemetery.

The bench in the Cemetery will be checked periodically for wear and tear and to ensure that it is safely secured to the ground.

Hedges

Regular trimming of hedges by grounds maintenance contractor to prevent hedges becoming overgrown.

Walkways

Will be checked periodically to ensure that there are no pot holes which would pose a danger to users of the cemetery or items left on the grave space which would pose a danger to people visiting graves

Adopted Minute ref