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|  **TATWORTH & FORTON PARISH COUNCIL: RISK ASSESSMENT – Approved by Cemetery Committee 31st August 2023 MIN NO: 39/23** |
|  |  |  | **Approved by Full Council 7th December 165/23** |  |  |
| **Key** | **a = Severity of Hazard if it were to occur** |  |  |  |  |
|  | **b = Likelihood of occurrence / probability after control** |  |  |  |
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| **Subject** | **Risks Identified** | **a.** **L/M/H/** | **Management & Control of Risk** | **b.** **L/M/H** | **Review / Re-assessment**  |

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| **Tatworth Cemetery** |  |  |  |  |  |
| Fees and charges | Fees and charges insufficient to cover costs. Fees lower than neighbouring cemeteries which encourages non-residents to use this cemetery. | M | Fees are reviewed annually and increased by rate of inflation or increase in maintenance costs whichever is greater. Fees are Increased for non-parishioners and are set just under those of Chard Town's cemetery.  | L | Annually |

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| Trees and seats | Unstable trees, broken public seats | M | Cemetery Inspection carried out regularly Clerk & Councillors do visual inspection when visiting the cemetery | L | Ongoing. Act on complaints |
| Plots | Plots allocated for internments when already been purchased | M | The Clerk to check registers before allocating plots. A firm policy that only our approved gravedigger digs the plot. An updated plan is sent to the gravedigger regularly. Measures to mark reserved plots on rows in current are in place. Insurance cover for errors. | L | Ongoing |
| Internments | Internment in incorrect plot | M | Up to date plans issued to approved grave digger. Plot checked as above. New plots are marked on request. | L |  |
| Graves or unsafe memorials | Graves collapsed or sunk. Headstones unstable and dangerous. | M | Regular inspections rapidly identify new risks. Our contractor is instructed to repair sunken graves within the first two years. After that the family is contacted and asked to effect necessary repairs. | L | Ongoing |
| Rabbits | Digging burrows/holes and eating flowers. | M | Rabbit control fencing installed. | L |  |
| Burial records | Lost or destroyed | H | Burial records are kept in a fire proof safe.  | L | Ongoing |
| Contracts | Service not at competitive cost or not up to required standard | M | Regular review of maintenance contracts. Clerk to conduct regular inspections. | L | Ongoing |
| Emergencies | Emergency in cemetery | M | Name and address of Parish Council in the notice board and on a sign in carpark with location identified with “what3words” | L |  |
| Car -park | Damage caused by flooding or wear and tear | H | County Highways has installed new drainage. Observe if adequate. | M | In heavy weather |
| Cemetery layout | Visitors and memorial masons unable to identify graves.  | H | Layout plan is on the notice board. Detailed plans on website. Plans sent out and graves marked on request. |  | Update annually on website |
| Cemetery - Long term | Cemetery becoming full.  | M |  Burial rates over past 20 yrs would indicate that there will be burial space for approximately 15/18 years (2037/2040). Land already purchased for possible use. Consider any new legislation on re-use of graves when Deed of Grant periods expire. | M/L |  |
| PATHS | Trip Hazzard | H | Regular Review & repair when needed | M | Ongoing |