

TATWORTH & FORTON PARISH COUNCIL: RISK ASSESSMENT – Approved by Cemetery Committee 14 August 25 MIN NO: 32/25

			Approved by Full Council 4 th September 2025		Min No: 166/25
Key	a = Severity of Hazard if it were to occur				
	b = Likelihood of occurrence / probability after control				
Subject	Risks Identified	a. L/M/H/	Management & Control of Risk	b. L/M/H	Review / Re-assessment
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.	L	Annually
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 years (4040). Land already purchased for possible use with planning application commenced. 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