

Bacton Parish Council Cemetery Safety Risk Assessment

Adopted: 7 July 2025

Minute reference:070725/40

Risk Assessment:

Visitors to The Cemetery. The following risks apply to all activities carried out within the Cemetery	Severity: 1. Slight (minor injury, first aid required). 2. Moderate (minor injury, first aid/medical attention). 3. Serious (injury, medical attention, (7day absence). 4. Major (serious injury/death). 5. Catastrophic (number of casualties/deaths).					Severity					LOW (1-4): May be ignored MEDIUM (5-9): Control measures Required HIGH (10+): Design out if possible				
						1	2	3	4	5					
Probability	5	5	10	15	20	25									
	4	4	8	12	16	20									
	3	3	6	9	12	15									
	2	2	4	6	8	10									
	1	1	2	3	4	5									
Hazard	Potential injury....			Initial Assessment			Control Measure			Residual Assessment			Monitoring and Further Action Required		
	Probability	Severity	Risk				Probability	Severity	Risk						
Uneven ground, or misplaced or obscured grave furniture	Falls, cuts, bruises, abrasions, musculo-skeletal injuries.	2	4	8	Regular ground maintenance by approved and qualified contractor, wearing appropriate protective clothing for tasks being undertaken. Mossy areas to be treated regularly and grass to be kept short to make obstructions visible Temporary warning signs erected as necessary.	1	4	4	Weekly visual inspection by Parish Warden reporting urgent problems to the Parish Clerk for rapid response, and making summary reports to regular Parish Council meetings. Contract for ground maintenance reviewed 3-yearly by Parish Council.						

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					Grave furniture to be kept to base of headstone according to PC terms and conditions.				
Pedestrian and vehicle access gates	Hand and finger injuries	1	2	2	Gate closures to be inspected during weekly visit by Parish Warden and observations recorded	2	2		Parish Warden to report urgent problems to the Parish Clerk for rapid response, and making summary reports to regular Parish Council meetings.
Overhanging or fallen tree branches	Cuts, bruises, abrasions	2	2	4	Weekly visual inspection by Parish Warden and observation recorded	1	2	2	Parish Warden to report issues to Parish Clerk. Urgent issues to be referred to qualified contractor.
Insecure headstones	Could fall on visitor causing cuts, bruises, abrasions, musculoskeletal injuries.	2	4	6	Formal policy for memorial maintenance in place: Parish Warden visually inspects memorials and records and reports any obvious safety defects. Periodic inspections, advertised in advance and of intended action that is taken if found to be unsafe.	1	3	3	Parish Warden to report urgent problems to the Parish Clerk for rapid response, and making summary reports to regular Parish Council meetings. Qualified contractor used for any necessary works.

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Seating	Fall, cuts, bruises, abrasions, musculoskeletal injuries	2	4	8	Weekly visual inspection by Parish Warden and observation recorded	1	4	4	Parish Warden to report urgent problems to the Parish Clerk for rapid response, and making summary reports to regular Parish Council meetings.
Grave kerbs	Fall, cuts, bruises, abrasions, musculoskeletal injuries	2	4	8	Weekly visual inspection by Parish Warden and observation recorded	1	4	4	Parish Warden to report urgent problems to the Parish Clerk for rapid response, and making summary reports to regular Parish Council meetings.
Bins	Bruises, abrasions, musculoskeletal injuries	1	2	2	Weekly visual inspection by Parish Warden and observation recorded	1	2	2	Parish Warden to report urgent problems to the Parish Clerk for rapid response, and making summary reports to regular Parish Council meetings.
Vehicles or machinery being operated by contractors	Collision/contact injuries	2	4	8	Cemetery closed to public by contractor during operations	1	4	4	Contractors' risk assessments and procedures reviewed regularly and copies kept with the Clerk
Excavations (open graves)	Bruises, abrasions and musculoskeletal injuries	2	4	8	Funeral directors to take all necessary precautions during preparation of the grave and during the funeral	1	4	4	Funeral directors to provide risk assessments and valid insurance documents to the Parish Clerk before proceeding with funerals.

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