

Cyngor Cymuned Trefriw Community Council Mynwent Cyhoeddus Trefriw a Llanrhychwyn Trefriw and Llanrhychwyn Public Cemetery

RISK ASSESSMENT FORM

Assessment date:

Review date:

HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL/ FREQUENCY OF REVIEW	TARGET DATE & BY WHOM
Potholes - Slips, trips and falls	Employees / public	<ul style="list-style-type: none"> Grass areas inspected when cut and any issues recorded. Holes backfilled. 	Ensure controls are included in re-tendering for cemetery maintenance autumn 2021	Low Annually	
Trees - Collapse Structural damage and injury	Employees / public	<ul style="list-style-type: none"> Fallen branches are cordoned off and the tree surgeon contacted to rectify the problem. All trees have been inspected by an Arboriculturist and recommended works carried out. 	<ul style="list-style-type: none"> Dangerous trees/branches to be removed. The next inspection is due in January 2022 	Medium Quarterly	

HAZARD AND RISK	PEOPLE AT RISK	OUR CONTROLS	OUR FUTURE CONTROLS	RISK LEVEL/ FREQUENCY OF REVIEW	TARGET DATE & BY WHOM
Benches / bins - Injury	Employees / public	<ul style="list-style-type: none"> • Bins provided and emptied by CCBC • Any damage / vandalism formally reported and repaired. • A programme of maintenance for benches has been approved and is being actioned. 	<ul style="list-style-type: none"> • Urgent works to benches are carried out when required. 	Low Annually	
Footpaths - Trips, slips, falls	Employees / public	<ul style="list-style-type: none"> • Paths checked regularly for signs of damage. • Leaf clearance carried out when required. • Grass growing over path edging is cut back when required. • Defects on paths repaired when necessary. • Damage to footpaths caused by tree roots monitored and actioned where damage is likely to pose a trip hazard. 	Ensure controls are included in re-tendering for cemetery maintenance autumn 2021 so that issues are dealt with / reported promptly as appropriate to TCC	Low Annually	
Uneven graves - Trips, falls	Employees / public	<ul style="list-style-type: none"> • Graves and memorials are formally inspected. • Any damage / vandalism formally reported is acted on. 		Medium Quarterly	

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Lone working	Employees / Cllrs	<ul style="list-style-type: none"> Staff / Cllrs to carry mobile phones on them when visiting the cemetery. Staff to make colleagues aware that they are visiting the cemetery. Cllrs to make someone aware they are visiting the cemetery. Staff to be accompanied if meeting residents or feel uncomfortable visiting alone. 		Medium Quarterly	
Unstable memorials - Injury	Employees / public	<ul style="list-style-type: none"> Memorials only to be installed by registered stone masons. Memorials inspected by contractor and the recommended action taken. A Health and Safety assessment of the memorials was carried out in ?????? 	<ul style="list-style-type: none"> Inspection to take place every 5 years. 	Low Annually	As per uneven graves.
Falling into newly dug grave space - injury	Employees / public	<ul style="list-style-type: none"> Grave diggers to be insured and competent. Funeral directors to direct public away from dug graves. 		Low Annually	
Collapsing of grave space - injury	Employees / public	<ul style="list-style-type: none"> Grave diggers to use shoring. Grave diggers to be insured and competent. 	<ul style="list-style-type: none"> Should be stated in their risk assessments that they use shoring. 	Low Annually	
Interment in wrong grave space - Distress to families, records incorrect	Public / TCC	<ul style="list-style-type: none"> Maps of graves to be sent to funeral directors and marked out by Clerk if necessary. 		Low Annually	

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Use of equipment / tools - Trips, falls, injury	Employees / public	<ul style="list-style-type: none"> • All contractors to have public liability insurance. • All contractors to be aware that the cemetery is open to the public daily. • Clerk requests insurance details from contractors working in the cemetery. 		Low Annually	
Covid-19	Public	<ul style="list-style-type: none"> • The current government guidelines regarding numbers at funerals will be adhered to. 		Low Annually	

Assessor's signature:

Date: