

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

RISK ASSESSMENT FORM

Assessment date: 26 January 2023

Review date: January 2024

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 future re-tendering for cemetery maintenance.	Low Annually	All controls were included by Clerk in 2021 cemetery maintenance retender agreed at December 2021 Council meeting. Contractor responsible for controls and reporting problems to Clerk.
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 spring 2023 	Medium Twice annually; more frequently as needed by adverse weather	Next tree inspection due spring 2023, to be arranged by Cllr Kelly with local arborist.

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 actioned. 	<ul style="list-style-type: none"> • Urgent works to benches are carried out when required. 	Low Annually	Further bench maintenance work to be completed as required. Issues with bins/benches to be reported as part of monthly H&S check by relevant Cllr.
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 future re-tendering for cemetery maintenance so that issues are dealt with / reported promptly as appropriate to TCC	Low Annually	All controls were included by Clerk in 2021 cemetery maintenance retender agreed at December 2021 Council meeting. Contractor responsible for controls and reporting problems to Clerk.
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	Push test of all headstones completed January 2023 by Cllr Bowen; next due January 2024. In the meantime, arising issues to be reported as part of monthly H&S check by relevant Cllr.

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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 /Cllrs to make colleagues aware that they are visiting the cemetery. Staff to be accompanied if meeting residents / contractors or feel uncomfortable visiting alone. 		Low Annually	All Cllrs and staff to ensure they adhere to lone working protocol.
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. Annual push test of all headstones as above. Damage reported via monthly cemetery H&S inspection 	<ul style="list-style-type: none"> Inspection by contractor to take place every 5 years. 	Medium Quarterly	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	Ongoing; grave diggers / funeral directors to ensure controls are adhered to at all times.
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	Ongoing; grave diggers to ensure controls are adhered to at all times.

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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	Ongoing; Clerk to ensure correct information is available to grave diggers /funeral directors as required.
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	Ongoing; contractors to ensure controls are adhered to at all times. Clerk responsible to checking insurance provision before works are agreed.
Covid-19	Public	<ul style="list-style-type: none"> • The current government guidelines regarding numbers at funerals will be adhered to. 		Low Annually	Ongoing; funeral directors to ensure controls are adhered to at all times.

Assessor's signature: Cllr Jasmine Kelly

Date: 27 January 2023